



COMMAND IN GARRISON BATTLE DRILLS



COMMAND IN GARRISON BATTLE DRILLS

Recurring Tasks:

Event	Recurrence	Battle Drill
4833 Processing	Monthly	R1
UCFR	Monthly	R2
Personnel Accountability Validation	Monthly	R3
Conduct Medal Roster		R4
Suspension of Favorable Actions Report		R5
Inventories		
Monthly	Monthly	R6
Sensitive Items	Monthly	R7
PAI Procedures	Annually	R8
GPC Card	Monthly	R9
Urinalysis	Weekly	R10
Motorcycle Riders	As Req	R11
Schools (on / off Post)	As Req	R12
Counseling	Monthly	R13
Advancement Waivers	Monthly	R14
Semi centralized Promotions	Monthly	R15



COMMAND IN GARRISON BATTLE DRILLS

Events List:

Event	Battle Drill
AWOL/DFR	E1
AWOL / DFR Clothing Inventory	E2
Suicide Ideation / attempt	E3
Positive UA	E4
DUI	E5
Domestic Abuse	E6
Lautenberg Amendment	E7
Sexual Harassment	E8
Sexual Assault	E9
APFT Failure	E10
HT/WT Failure	E11
Weapons Qualification Failure	E12
WTB Nomination	E13
IA Violation:	
•Malicious Virus or Intrusion	E14
•Classified Spillage	E15
•Loss of PII	E16
•COMSEC Violation	E17
Hospitalization	E18



COMMAND IN GARRISON BATTLE DRILLS

Events List:

Event	Battle Drill
Conscientious Objector	E19
Family Care Plan	E20
Bar to Re-enlistment	E21
Chapter Initiation	
(1 of 3)	E22
(2 of 3)	E23
(3 of 3)	E24
Soldier Pregnancy	E25
UCMJ Initiation	E26
FLIPL	E27
MAR2	E28
Soldier Death	E29
Accident Notification	E30
FRG Fund Raising	E31
Administrative Reduction	E32
Health and Welfare Inspections	E33
Off Post Apprehension / Confinement	E34



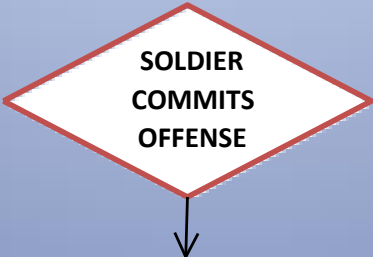
COMMAND IN GARRISON BATTLE DRILLS

Events List:

Event	Battle Drill
Certificate of Non-Availability	E35
EO Complaint Procedures	E36
Meal Cards	E37
BAH/BAS	E38
Obtain GTCC	E39
Medical Extension	E40
Loss of Security Clearance	E41
Loss of MOSQ	E42



COMMAND IN GARRISON BATTLE DRILLS



DA FORM 4833 IS GENERATED BY DES OR CID AND DISTRIBUTED TO THE MSC THROUGH THEIR DESIGNATED SHARE-POINT PORTAL

THE SHARE-POINT PORTAL ALLOWS UNITS TO ACCESS DA FORM 4833S, TICKETS, VIEW ACTIVE WARRENTS, AND WEAPONS REGISTRATION. UNITS CAN PRINT MILITARY POLICE REPORTS AND DA FORM 4833S.

FORT HOOD DES CRIME RECORDS
POC: Ms. Yolanda Valentine at 285-5060

ACTION TAKEN BY
CHAIN OF COMMAND
FOR OFFENSE

ACTION PENDING BY
CHAIN OF COMMAND
FOR OFFENSE

COMMANDER COMPLETES DA
FORM 4833 AND SENDS BACK TO
DES OR CID THROUGH THE BCT
PM OR LEGAL CLERK WITH
SUPPORTING DOCUMENTATION
IAW SOP

COMMANDER REQUESTS
EXTENSION FOR DA FORM 4833
AND DISTRIBUTES BACK TO DES
OR CID THROUGH THE BCT PM
OR LEGAL CLERK; PROVIDES
DOCUMENTATION IAW DIVISION
SOP

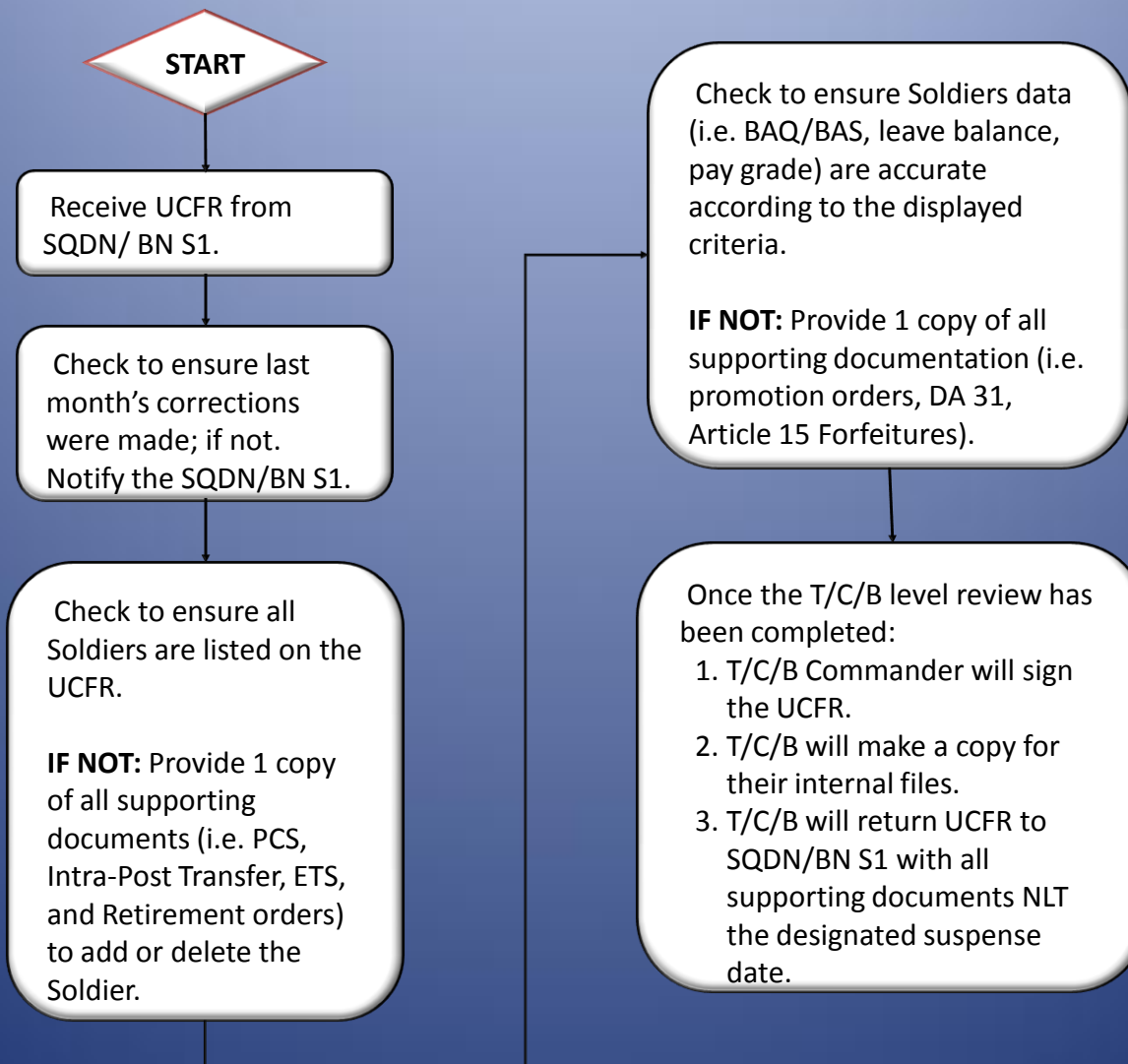
REFERENCES:
AR 190-45
Div PMO / Law and Order Operations /
4833 SOP

DA FORM 4833 OR REQUEST FOR EXTENSION
DISTRIBUTED FROM THE UNIT BACK TO DES



UNIT COMMANDER'S FINANCE REPORT

NOTE: the unit Commander must submit the signed version of the UCFR to their SQDN S1 **NLT 10th of each month** IOT allow sufficient time for processing through finance channels.



REFERENCES:

- AR 600-8-6
- DoD FMR 7A

POC: S1 @ XXX-XXXX



PERSONNEL ACCOUNTABILITY VALIDATION

EVENT START



Receive AAA-162 from Battalion S1.

- CDR / 1SG review the AAA-162 to ensure all Soldier's data (name, rank, SSN) are accurate, if not:

- Provide 1 copy of all supporting document (promotion orders) to rectify the discrepancy to BN S1.

- If Soldier is reflected as PDY but is not then provide supporting documentation for Soldiers not present (DA 31, DD 1610, hospitalization notification).

- Once the company level review has been completed:

- Company Commander will sign the AAA-162
 - Company will make a copy for their internal files.
 - Company will return AAA-162 to Battalion S1 with all supporting documents NLT the designated suspense date.

REFERENCES:

AR 600-8-6

POCs: S1 @ XXX-XXXX



GOOD CONDUCT MEDAL ROSTER

EVENT START



Receive AAA-199 from Battalion S1.

- 1SG review the AAA-199 to ensure all Soldier's data (name, rank, SSN) are accurate and Soldiers are currently in unit, if not advise S1 of discrepancies.
- 1SG presents recommendations to the Commander

- Commander reviews roster and indicates YES for approval or NO for disapproval.
- If Soldier is disqualified, Commander will refer this decision to the Soldier and action will be processed per AR 600-37 and para 4-8, AR 600-8-22.

- Roster is returned to S1. S1 prepares Good Conduct Medal orders and DA Form 4950 (GCMDL Cert) for Soldiers receiving their first or last GCMDL.
- Commander/1SG – conducts award ceremony.

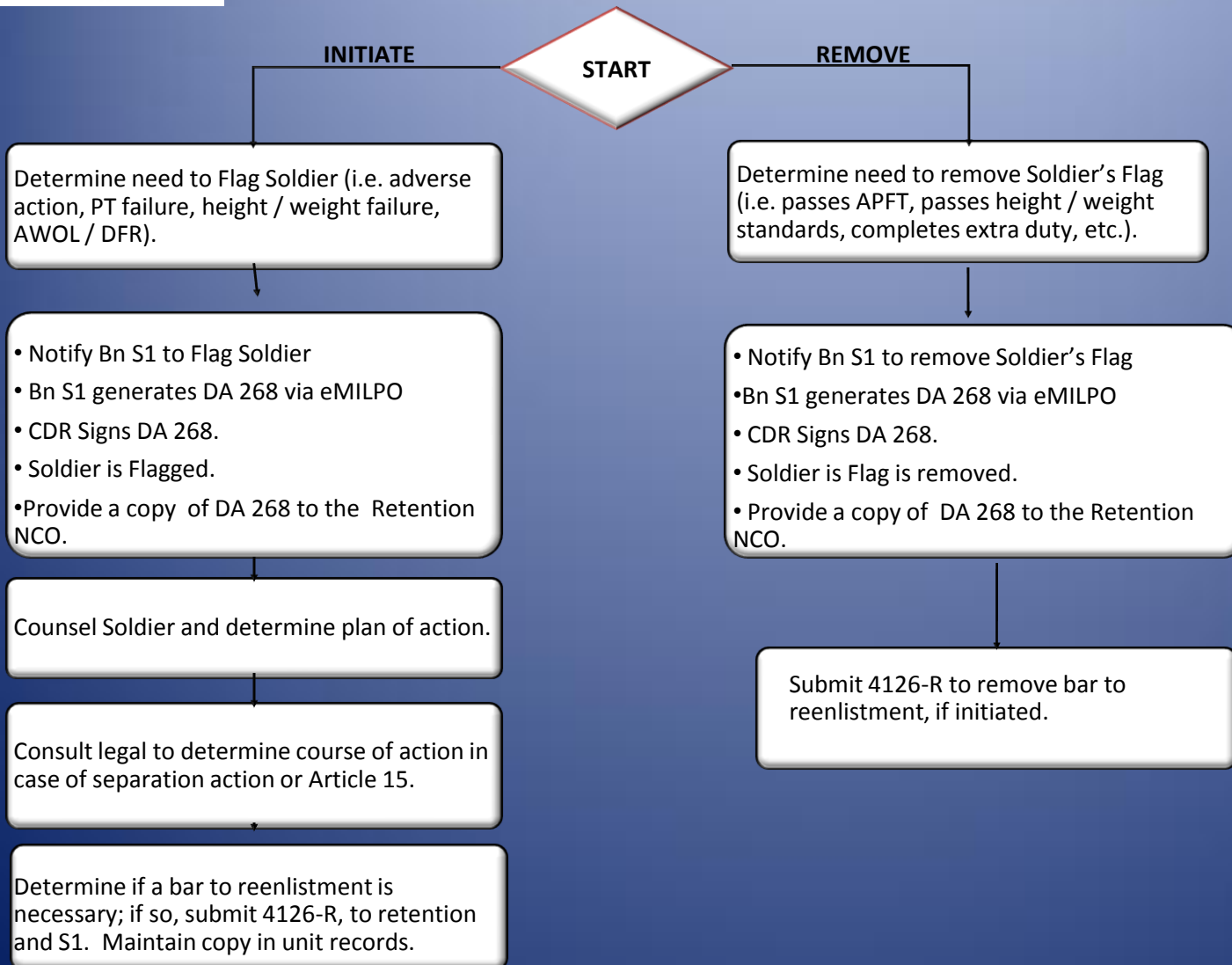
REFERENCES:

AR 600-8-22

POCs: S1 @ XXX-XXXX



SUSPENSION OF FAVORABLE ACTIONS



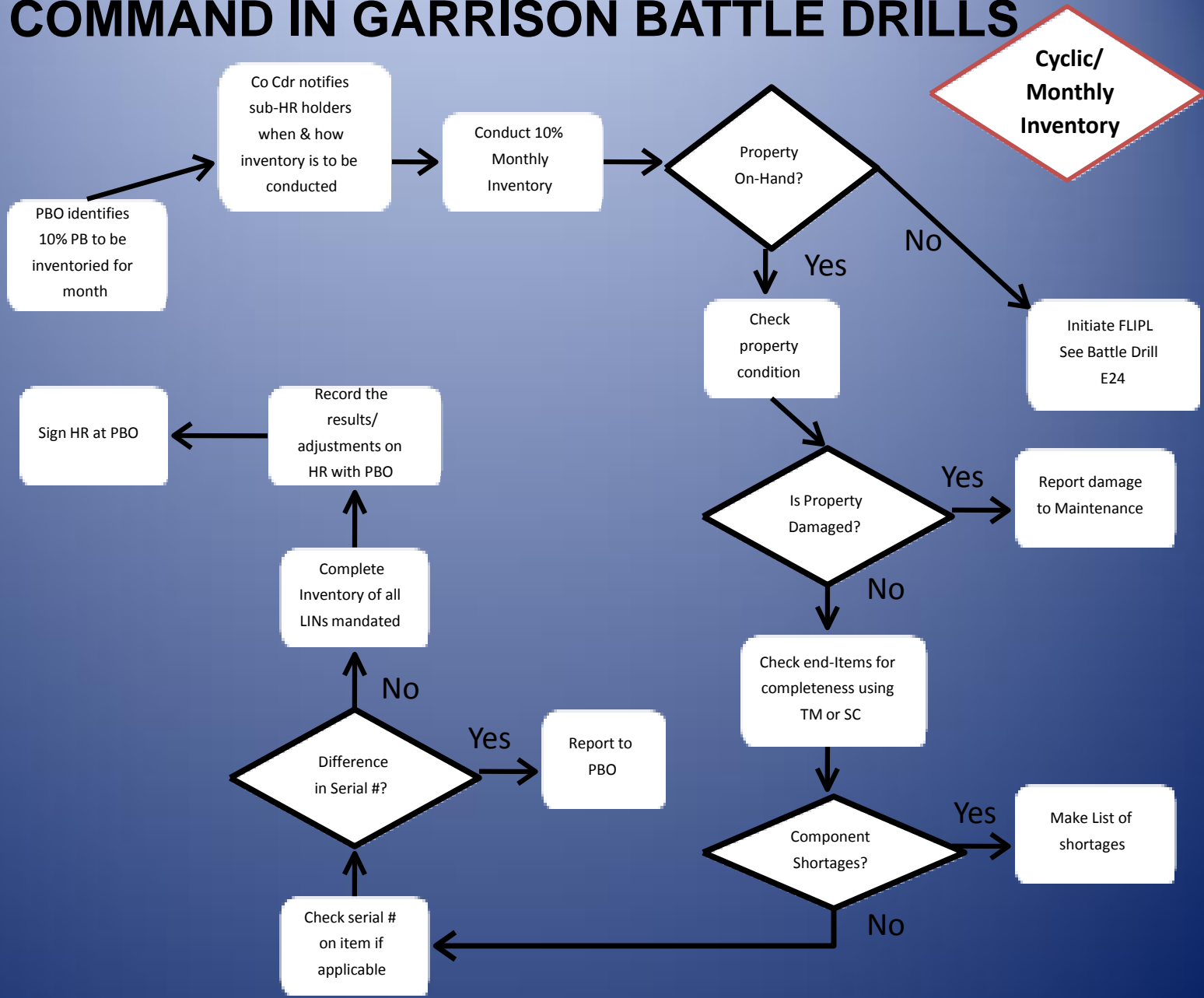
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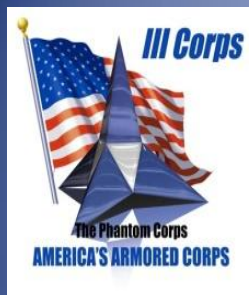
- AR 600-8-2
- DA 268
- DA 4126-R

• POC: S1 @ XXX-XXXX

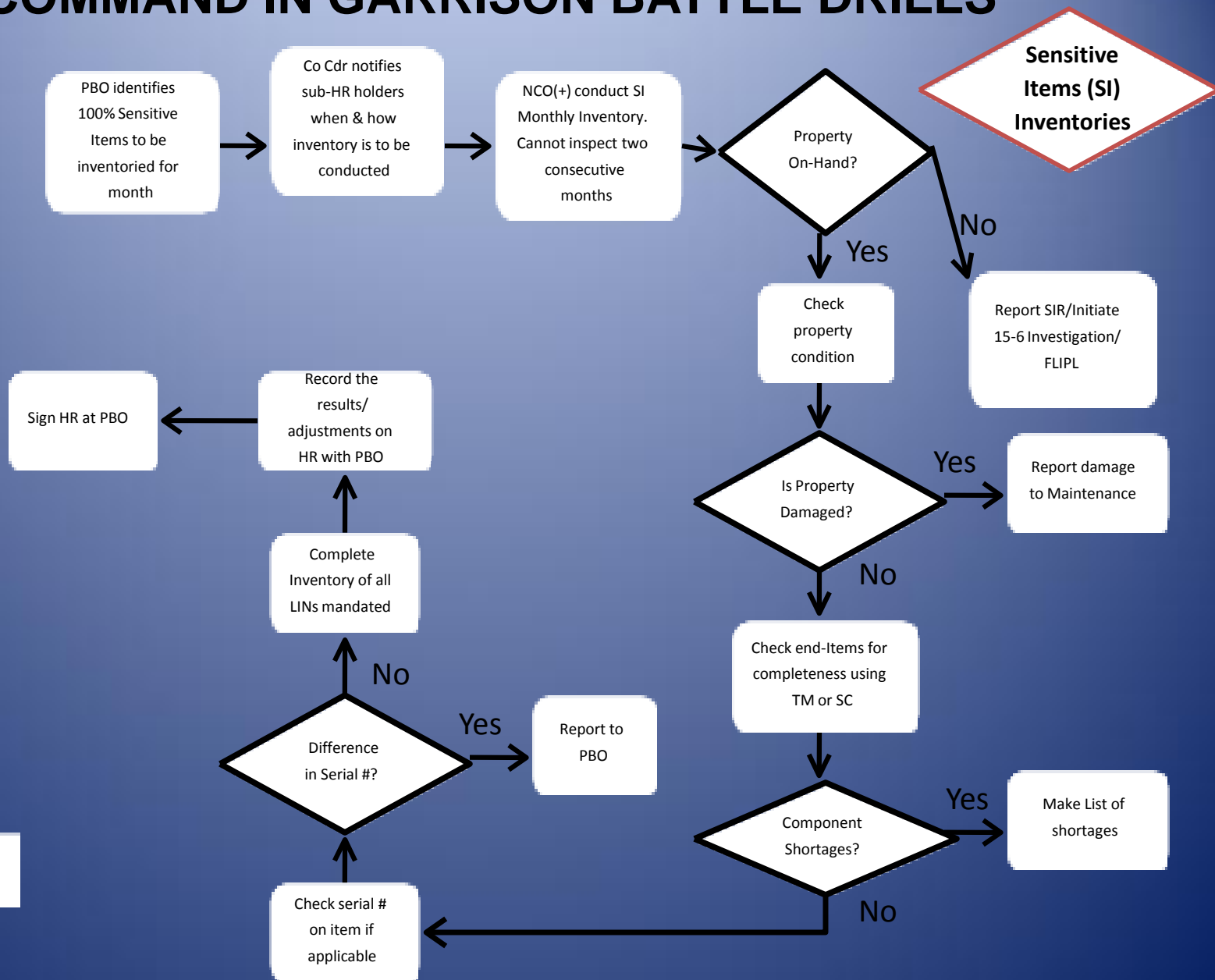


COMMAND IN GARRISON BATTLE DRILLS





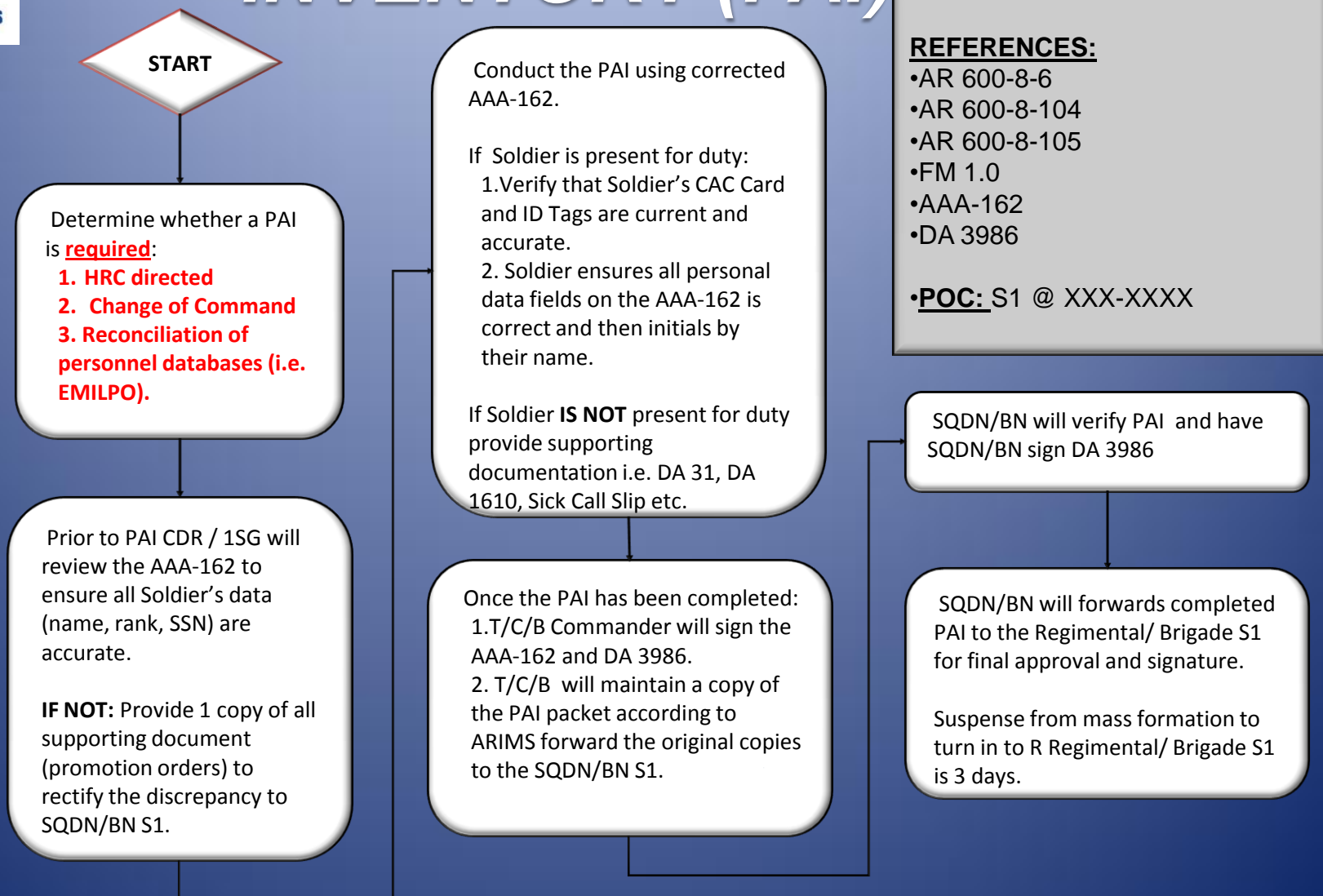
COMMAND IN GARRISON BATTLE DRILLS



REFERENCES:
DA PAM 710-2-1



PERSONNEL ASSET INVENTORY (PAI)





COMMAND IN GARRISON BATTLE DRILLS



Complete prerequisite online GPC training

Attend mandatory training provided by APOC and provide completion certificates to Resource Management (RM)

Unit Billing Official nominates Credit Card Holder to RM

RM approves and forwards request to installation Agency / Origination Program Coordinator (APOC) to establish account

- Resource Management establishes input fund cite and cycle limit
- APOC sends card request to US Bank

Receive card within two weeks

Prerequisite training available at:

<https://www.atrrs.army.mil/channels/aitas/>

- DAU DOD GPC CLG 001
- DAU Ethics CLM 003
- GSA Smart Pay Purchase Card
- <http://sbt.access.usbank.com>
- US Bank ACCESS WEB Based Training (AXOL)
- MICC Fort Hood

REFERENCES:

- Federal Acquisition Reg, Part 13:
 - [Simplified Acquisition Procedures](#)
- DOD GPC Guidelines and Policy
 - <http://dodgpc.us.army.mil/default.htm>
 - Army GPC Operating Procedures Feb 12



COMMAND IN GARRISON BATTLE DRILLS

**Conduct
Urinalysis**

Commander determines when a 100% urinalysis will be conducted for the company

Commander coordinates with Battalion Prevention Leader to conduct required random urinalysis in accordance with Battalion policy.

Commander monitors the proper implementation and process of the urinalysis program; ensures that there is a NCO (E-5 or above) assigned as the Primary Unit Prevention Leader and Alternate Unit Prevention Leader and those personnel have attended training IAW AR 600-85, paragraph 9-6.

Urinalysis Program Requirements

Document that all newly assigned Soldiers are briefed on ASAP policies and services within 30 days of arrival.

Maintain ASAP elements while deployed, to the maximum extent possible (see para 4-7 of AR 600-85 for details.)

Implement ASAP prevention and education initiatives addressed in chapter 9 AR 600-85. Ensure that all Soldiers receive a minimum of 4 hours of alcohol and other drug abuse training per year in accordance with TRADOC Reg 350-70.

Commander monitors the Primary / Alternate UPL to ensure positive chain of custody is maintained with samples provided; this reduces the number of voided samples that will not be processed at the laboratory.

REFERENCES:
AR 600-85
TRADOC Reg 350-70



COMMAND IN GARRISON BATTLE DRILLS

Motorcycle Rider

Soldier arrives to Fort Hood w/MC

Enters Unit Mentorship Program

Counsels rider on safety, PPE, and program requirements
CDR/Soldier Sign Motorcycle contract

Inspect rider's Motorcycle and PPE

Determine courses the rider needs/assigns mentor

Unit enrolls Soldier thru DTMS for necessary course

- Sport Bike Rider
- Cruiser Course
- Attends Basic Rider

★ = Check Ride IAW para 4b(2)(b) Command Policy Letter Safety-02

Note: Sports Bike Riders must also Complete the Sports Bike Course within 1yr of completing Basic Course

Successfully completes the Basic Rider Course

Receives temporary post registration. Good for no more than 180 days



Attends Experienced Riders Course

Successfully completes Experienced Rider Course within 180 days

Receives permanent post registration

Continues to participate in the Unit Mentorship Program

Recently redeployed motorcycle rider

Attends Unit Level Refresher training.



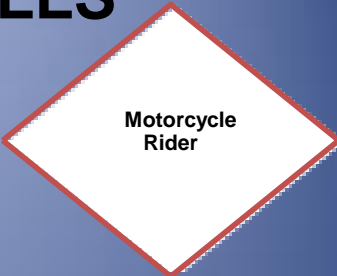
Continues to participate in the Unit Mentorship Program

MSRC Sustainment training. Every 3 yrs.

REFERENCES:
DoDI 6055.4
AR 385-10
Letter Safety-02



COMMAND IN GARRISON BATTLE DRILLS



Enters Unit Mentorship Program

Counsels rider on safety, PPE, and program requirements
CDR/Soldier Sign Motorcycle contract

Inspect rider's PPE

Unit enrolls Soldier thru DTMS for The Basic Riders Course

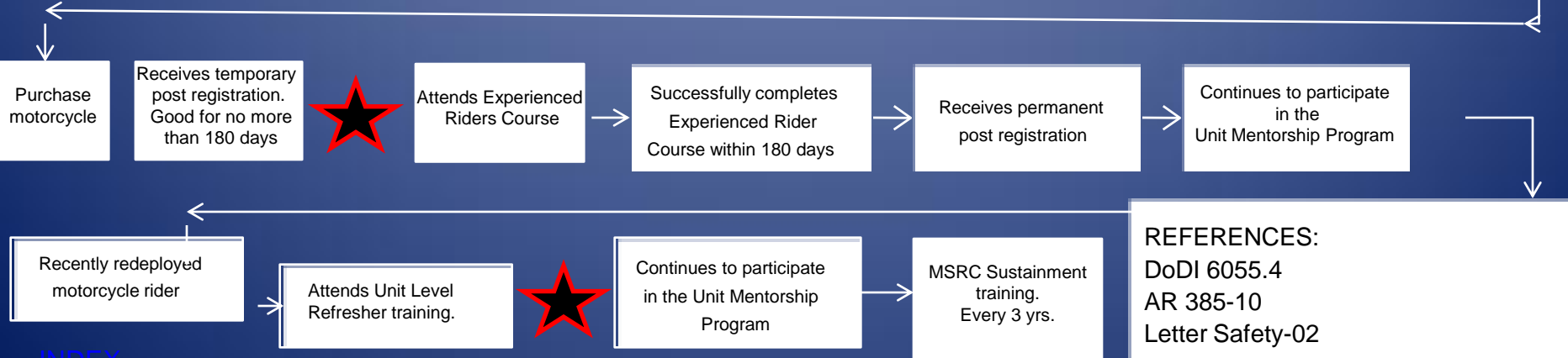
Attends Basic Riders Course

- Sport Bike Rider
- Cruiser Course
- Attends Basic Rider

★ = Check Ride IAW para 4b(2)(b) Command Policy Letter Safety-02

Note: Sports Bike Riders must also Complete the Sports Bike Course within 1yr of completing Basic Course

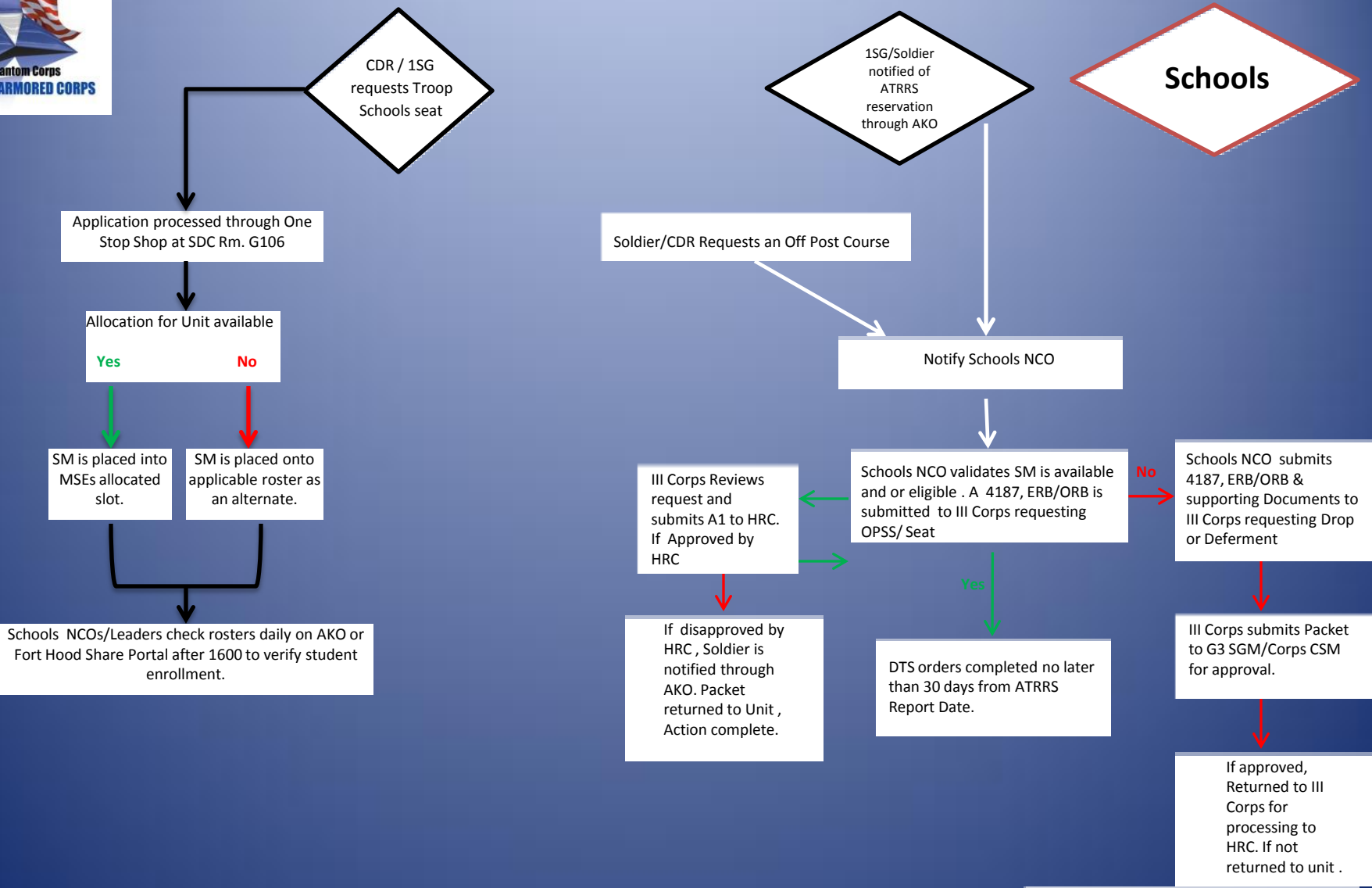
Successfully completes the Basic Rider Course. Meets with mentor. Receives counseling on bike types and styles.



REFERENCES:
DoDI 6055.4
AR 385-10
Letter Safety-02



COMMAND IN GARRISON BATTLE DRILLS



REFERENCES:
AR 350-1



COUNSELING

COUNSELING: A 4-Step Process

ID Need for Counseling

1. Select a suitable place
2. Schedule the time
3. Notify the subordinate well in advance
4. Organize the information
5. Outline the components of the counseling session
6. Plan a counseling strategy
7. Establish the right atmosphere

Follow-Up

Prepare the Counseling

Conduct the Counseling

- 1) Open Session
- 2) Discuss Issue(s)
- 3) Develop a Plan
- 4) Close Session

Use "Under the Oak Tree" Approach

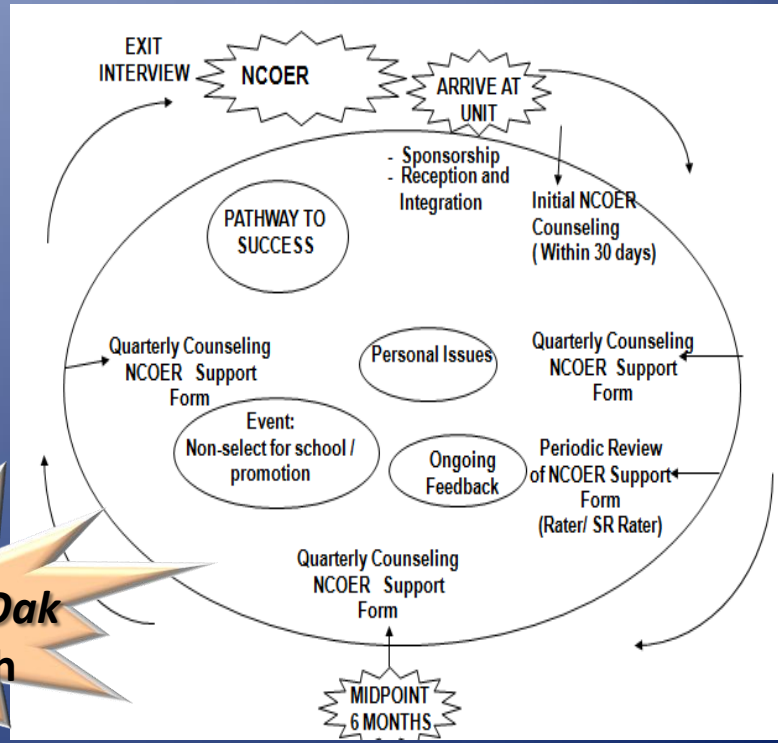
KEY FORMS:

- DA Form 4856 (Dev. Cnslg. Form)
- DA Form 2166-8-1 (NCOER Spt Form)
- DA Form 67-9-1 (OER Spt Form)
- DA Form 67-9-1a (Jr Off. Dev. Spt Form)

REFERENCES:

- AR 623-3
- AR 635-200
- DA PAM 623-3
- FM 22-100

COUNSELING: A Continuous Process





COUNSELING

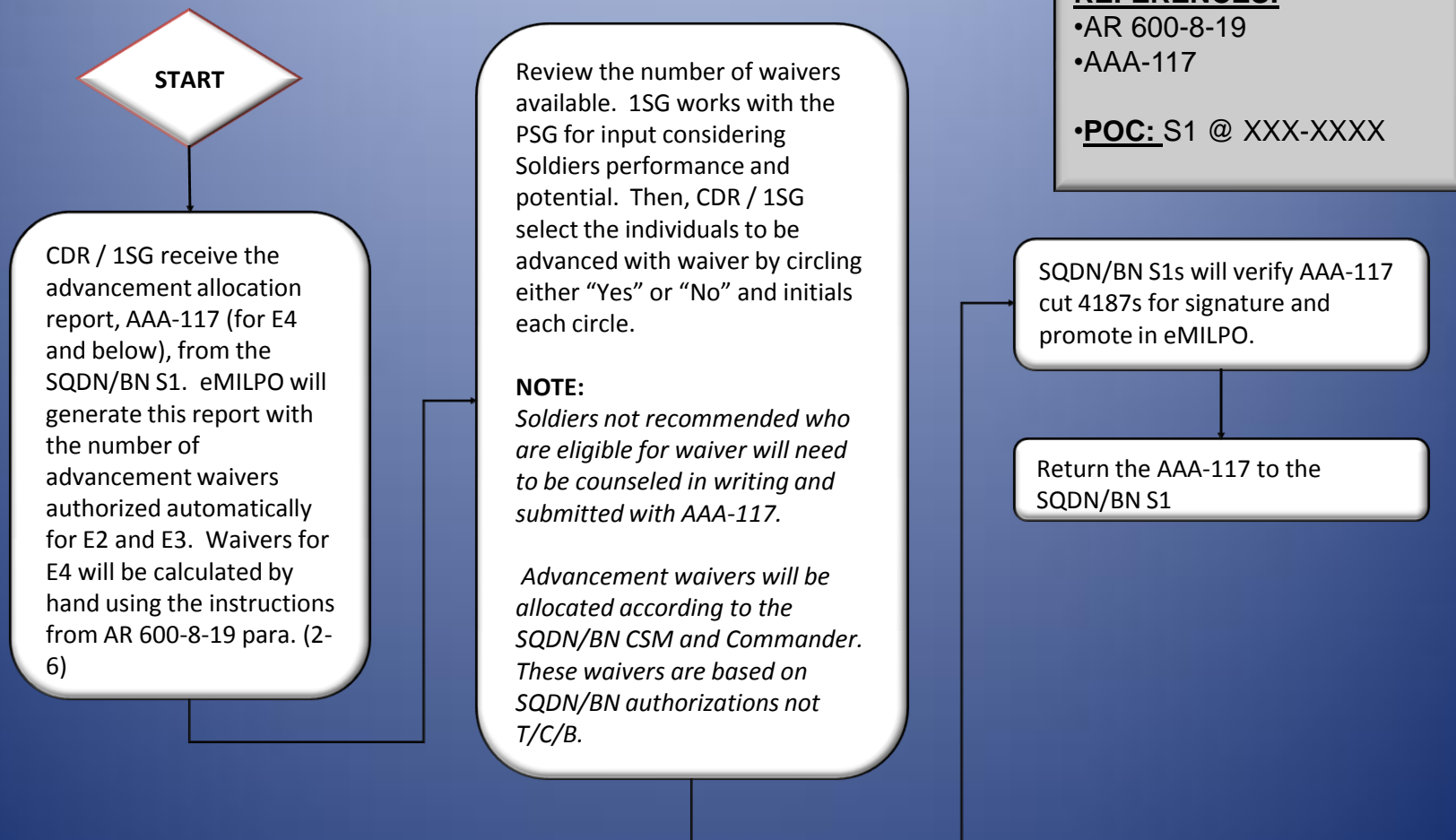
Types & Frequencies of Counselings

TYPE OF COUNSELINGS	FREQUENCY	REFERENCE	REFERENCE TITLE
ASAP	As Required	AR 600-85 w/ Chge 1,2,3	Alcohol & Drug Abuse Prevention and Control Program
APFT Failure Counseling/ Flag Counseling	Upon Failure/As Required	AR 350-41 FM 21-20 AR 600-8-2	Training in Units Physical Fitness Training Suspension of Favorable Actions
Bar to Reenlistment	As Required	AR 601-280	Army Retention Program
Chapter	As Required	AR 635-200	Enlisted Personnel (Enlisted Ranks Personnel Update)
Extremist Group Counseling	As Required	AR 600-20 DA Pam 600-15	Army Command Policy Extremist Activities Gangs and Extremist Groups Extremist Organizations
Family Care Plans	Initially/Annually	AR 600-20	Army Command Policy
Family Financial Support	Upon Notification/ As Required	AR 608-99	Family Support, Child Custody, and Paternity
Reception and Integration Counseling	Upon Arrival to Unit	FM 6-22	Army Leadership
Initial Counseling	Upon Arrival to Unit and Beginning of Rating Period		
*Enlisted	Within 30 Days of Assignment/	FM 6-22	Army Leadership
*NCO	Beginning of Rating Period	AR 623-205	Noncommissioned Officer Evaluation Reporting Sys (Personnel Evaluations Update)
*Junior Officer	Beginning of Rating Period	AR 623-105 DA Pam 623-205	Officer Evaluation Reporting Sys Officer Eval Reporting In-Brief
*Officer	Beginning of Rating Period	AR 623-105 DA Pam 623-205	Officer Evaluation Reporting Sys Officer Eval Reporting In-Brief
Mental Health Referrals	As Required	DOD Directive 6490.1 DOD Instruction 6490.4	Mental Health Evaluation of Members of Armed Forces Requirements for Mental Health Evaluations of Members of the Armed Forces
Nonjudicial Punishment	As Required	AR 27-10	Military Justice
Overweight Counseling	Monthly	AR 600-9 w/ Chge 1	The Army Weight Control Program (All Ranks Personnel Update)
Performance Counseling			
*Enlisted	Monthly	FM 6-22 /Unit SOP	Leadership Counseling
*NCO	Quarterly – or as required (PL/PSG preference)	AR 623-205	Noncommissioned Officer Evaluation Reporting Sys (Personnel Evaluations Update)
*Junior Officer	Quarterly	AR 623-105 DA Pam 623-205	Officer Evaluation Reporting Sys Officer Eval Reporting In-Brief
*Officer	As Required	AR 623-105 DA Pam 623-205	Officer Evaluation Reporting Sys Officer Eval Reporting In-Brief
Pregnancy Counseling	Initially	AR 635-100 w/ Chge 108 AR 635-200 AR 600-20	Officer Personnel Enlisted Personnel (Enlisted Ranks Personnel Update) Army Command Policy
Promotion Counseling	Initially/Every 90 Days	AR 600-8-19 w/ Chge 1 MILPER MSG 01-108	Enlisted Promotion and Reduction Procedural Chngs to AR 600-8-19
Reduction Counseling	As Required	AR 600-8-19 w/ Chge 1 MILPER MSG 01-108	Enlisted Promotion and Reduction Procedural Chngs to AR 600-8-19
Retention Counseling	As Required	AR 601-280	Army Retention Program

[INDEX](#)



ADVANCEMENT WAIVERS





SEMI-CENTRALIZED PROMOTIONS

**EVENT
START**

CDR / 1SG receive the enlisted promotion report, AAA-294 (for E4-E5), from the Battalion S1. eMILPO will generate this report with eligible personnel and those in the zones of consideration but not eligible for consideration of recommendation to attend the promotion board.

Review the report of eligible personnel. 1SG works with the PSGs for input considering Soldiers performance and potential. Then, CDR / 1SG select the individuals to be recommended for appearance before the promotion board by circling either "Yes" or "No" and initials each circle.

Return the AAA-294 to the Battalion S1 to update the system and notify PSGs to counsel and prepare those recommended for promotion board appearance.

REFERENCES:

- AR 600-8-19
- AAA 117

POC: S1 @ XXX-XXXX



ABSENT WITHOUT LEAVE (AWOL) / DROPPED FROM ROLLS (DFR)

REFERENCES:

- AR 630-10
- MILPER Message 10-241

• **POCs:** S1 @ XXX-XXXX;
Legal @ XXX-XXXX

AWOL

DFR

START

CDR / 1SG determines
Soldier is absent without
leave (absent from place of
duty for > 24 hours).

Day 1

CDR / 1SG submits DA 4187 to
SQDN/BN S1 to change duty
status to AWOL.

Day 2

CDR initiates a preliminary
inquiry (usually informal) into
the cause(s) of the alleged
AWOL.

SQDN/BN S1 generates DA
268 via eMILPO to flag Soldier
and forwards for T/C/B
Commanders signature.

The supply SGT will inventory & secure all
personal effects, clothing and gov't
property IAW AR 700-84, para 12-12, if the
SM resides in the barracks (see Btl Drl #A-2)

CDR / 1SG notifies the provost marshal
within 24 hrs; provide DA 4187 with results
of inquiry to determine SM's location and
possible reasons for absence and gets
stamp from provost marshal.

- CDR / 1SG provides finance a stamped DA
4187 to ensure the SM's pay has stopped.
- CDR / 1SG notifies DEERS to update SM's
status in system

Day 10

CDR / 1SG prepares and mails letter to SM's
NOK on 10th day of AWOL informing
him/her of the SM's AWOL status.

Day 25

CDR appoints NCO to out-process AWOL
SM; NCO coordinates w/ Installation Out-
Processing for DD 137; NCO begins clearing
AWOL SM.

Day 31

Day 1

CDR/1SG prepares and mails letter to SM's
NOK on 31st day of AWOL informing
him/her of the SM's DFR status.

- CDR completes DA 4187 changing the duty status
from AWOL to DFR and submits to the provost
marshal.
- CDR preps 3 x DD 458, signs, and forwards to SCO
- CDR / 1SG submits a DD Form 553 through the
SQDN/BN Commander to the Provost Marshal.

Day 32

Day 2

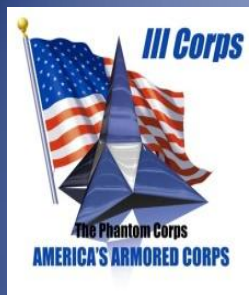
T/C/B Submits DFR packet (2 x DA 4887 (PDY to
AWOL & AWOL to DFR), DD 458, DD 553, DD 137, DA
268, SM's MED/DENT records, 2 x NoK letters,
inventories of property, and CDR's Inquiry Results) to
the SQDN/BN S1 for QA/QC. SQDN/BN S1 submits
packet to Regiment/Brigade S1.

S1 verifies DFR packet and forwards to the installation
DHR (with only the appropriate enclosures) for
processing.

Upon review, USADIP will return DA 4187 (PDY to
AWOL), DA Form 4187 (AWOL to DFR), DD Form
458, 10 day NOK letter, and 31 day NOK letter to
unit to upload into iPERMS.

DHR will DFR the Soldier and forward and email to
confirm transaction. Soldier will fall off eMILPO
within 24 hours.

DES AWOL APPREHENSION POC: 288-3368



COMMAND IN GARRISON BATTLE DRILLS

**AWOL/DFR
Clothing
Inventory**

**AWOL/DFR
Clothing
Inventory**

Property must be inventoried as soon as Soldier is discovered absent. AR 700-84 Para 12-13 states, "The abandoned property of an AWOL Soldier will be inventoried without delay." It is recommended clothing is inventoried NLT 72 hours after discovery. Inventory must be completed by E5 (+), O2 (+), or WO. These procedures apply only if the enlisted Soldier resides in troop billets. Another member of the unit must witness inventory. The property will be split into three categories: personal items, CTA-50, and unit issued items

Inventory officer will:

- Ensure clothing is not exchanged for clothing of any other enlisted Soldier.
- Prepare a DA Form 3078 in original and three copies. Record on DA 3078 the items and quantities of personal military clothing issued. Excess personal military clothing above authorized levels will not be recorded on DA Form 3078. These items will be included on the personal effects inventory. See DA Pam 600-8 for instructions on how privately owned military personal property is inventoried. The person conducting the inventory will enter the words "Inventoried by" and sign in the REMARKS block of the DA Form 3078.

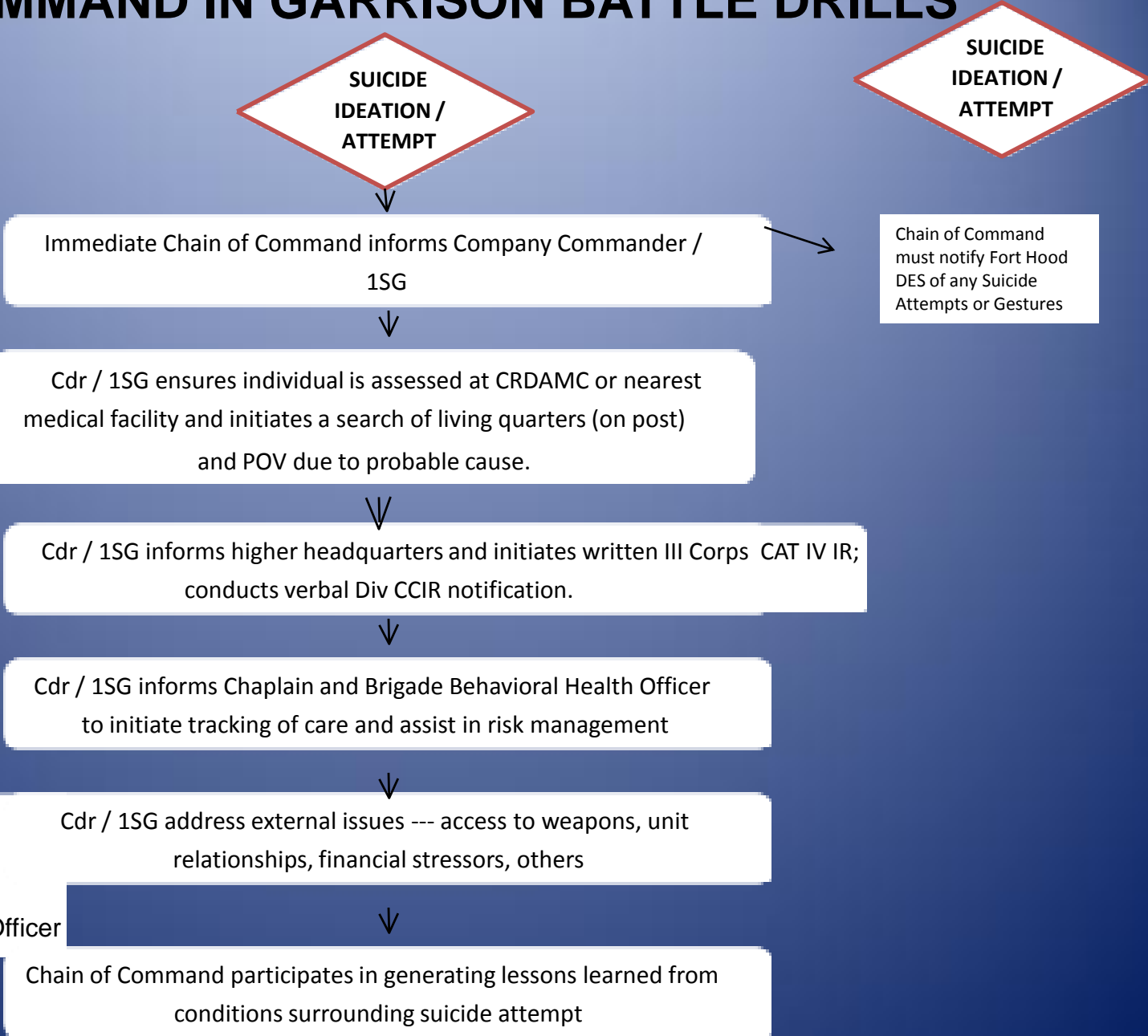
The witness, and the unit commander or designated representative, will verify and initial this form. Place the original copy of the inventory in the enlisted Soldier's duffel bag or other suitable container. Retain the other three copies in the unit suspense file pending further action.

Return of the absent enlisted Soldier:

Clothing is returned to the absentee should he or she return to the unit or organization before being dropped from the rolls. The enlisted Soldier will acknowledge receipt of the clothing by signing all copies of DA Form 3078. The enlisted Soldier will be given copy three of the inventory. The unit Commander determines whether the enlisted Soldier has the initial allowances of personal clothing. Shortages are replaced at the Soldier's expense.



COMMAND IN GARRISON BATTLE DRILLS



REFERENCES:
GTA 12-01-001, Army Suicide Prevention Program
POC: BCT Behavioral Health Officer



COMMAND IN GARRISON BATTLE DRILLS

**Positive
UA**

**Positive
UA**

Commander or 1SG receives
positive results packet from
ASAP

- Chain of Command will notify CID Drug Suppression Team for all positive UAs – POC 287-2722.
- Positive for marijuana: Take Soldier to MP Desk (287-4001)
- Positive for any other drug: Take Soldier to CID (288-5055 or 287-7272)
- When Soldier is escorted to one of the above locations, take the UA paperwork from ASAP.

Commanders must enroll Soldiers into ASAP. Fill out DA form 8003; check “Command Referred for Apprehension”; and, take it to bldg. 286 D for registration. ASAP info line is: 287-7575

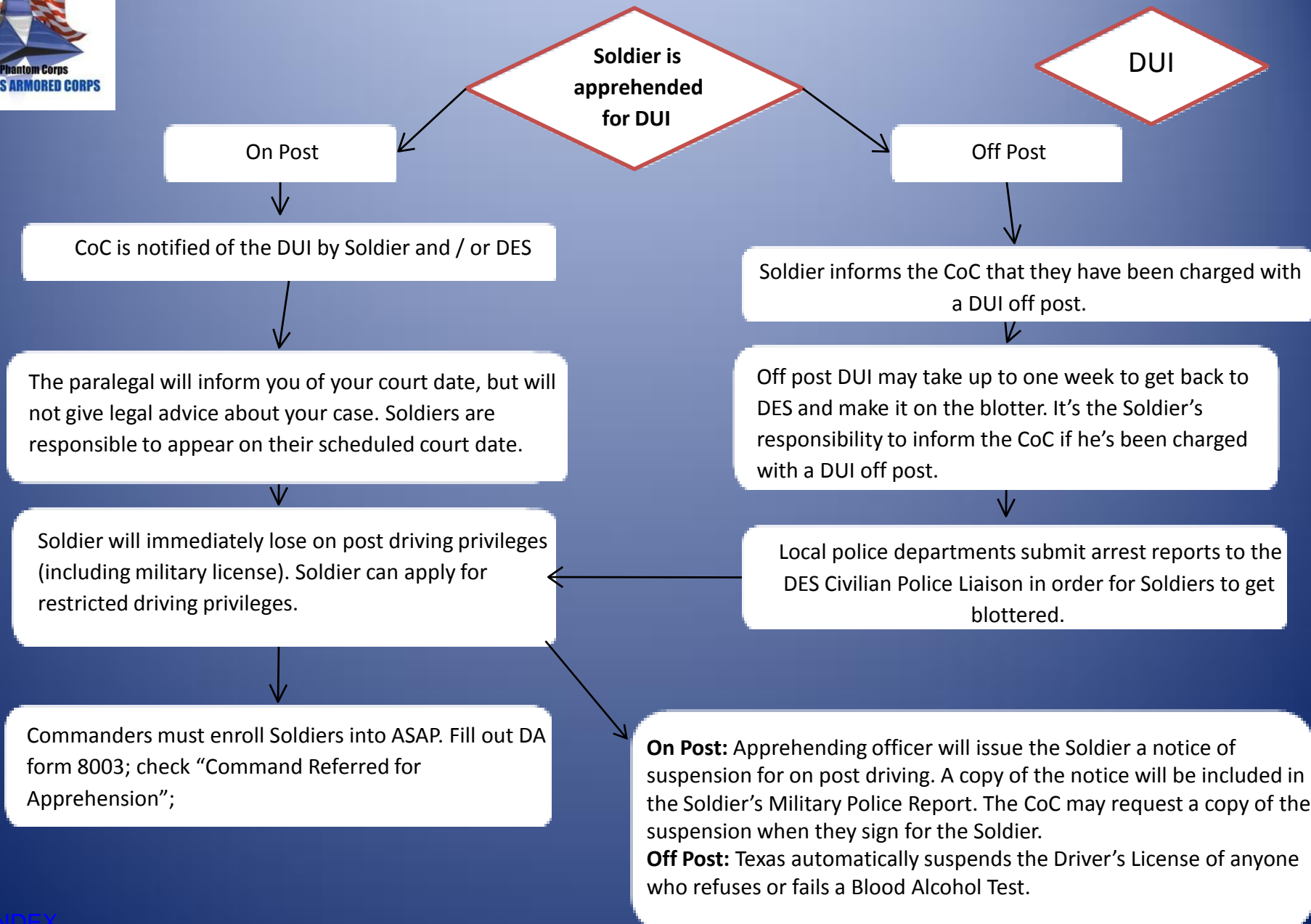
CDR initiate a flag, initiate separation and initiate FG AR-15 (see BD E25). If discovered that Soldier came up hot from prescription drugs a Medical Review Officer (MRO) must review the case. CDR should contact BN PA for MRO

SOLDIERS MUST BE ESCORTED TO CID. ARMY SUBSTANCE ABUSE PROGRAM (ASAP) IS NOT AUTHORIZED TO FORWARD RESULTS TO ANYONE OTHER THAN THE COMMANDER OR 1SG. IT'S YOUR RESPONSIBILITY TO INITIATE LAW ENFORCEMENT PROCEDURES!

REFERENCES:
AR 600-85

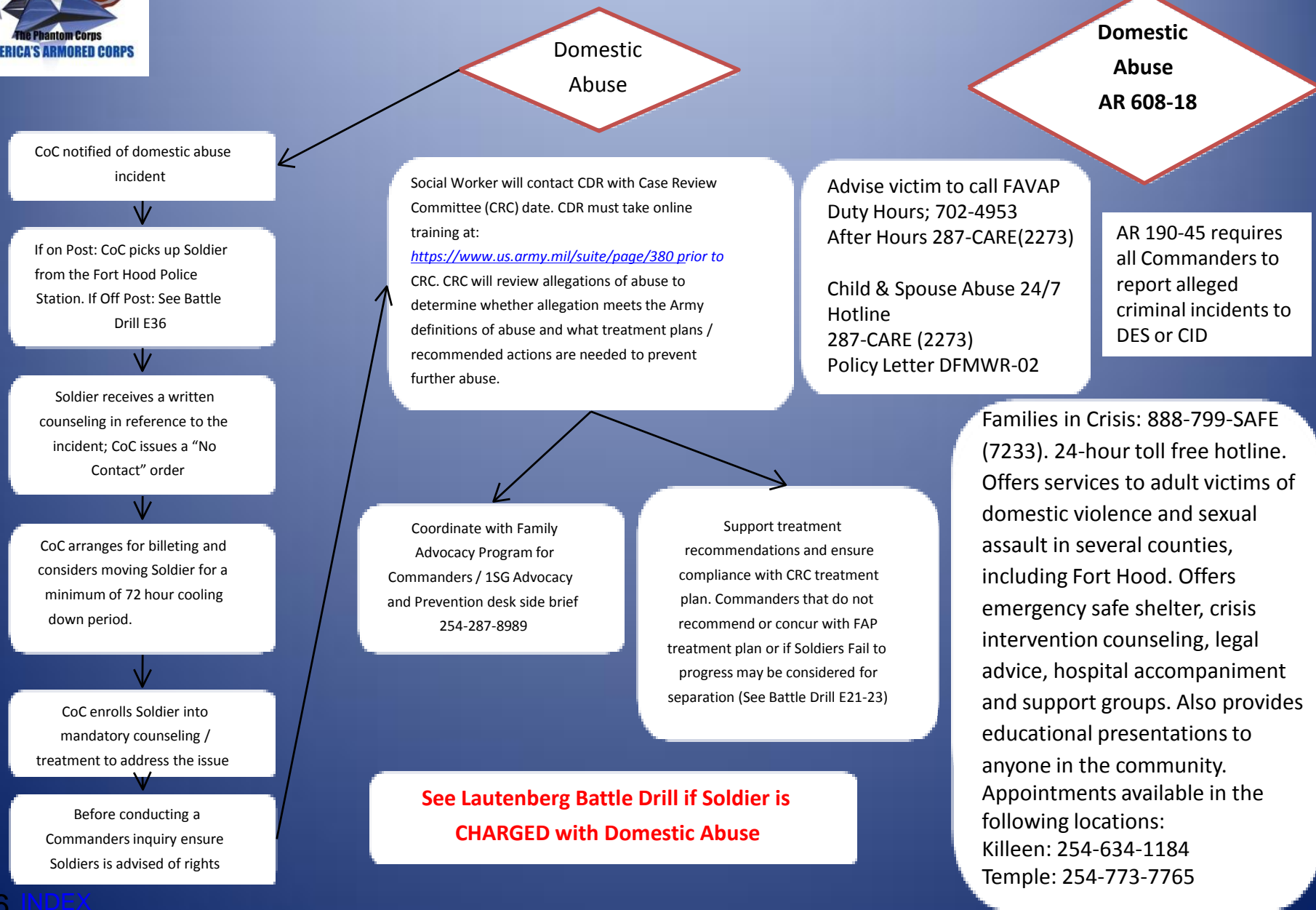


COMMAND IN GARRISON BATTLE DRILLS





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COMMAND IN GARRISON BATTLE DRILLS

Convicted of
Domestic
Violence
(Lautenberg
Amendment)

Lautenberg
Amendment

Commanders, if you know or have a reasonable cause to believe a Soldier has a qualifying conviction under *Lautenberg* and you make a weapon available to that Soldier, you can be charged with a felony offense.

Under 18 USC 922, this law applies to all Soldiers anywhere in the world, including those in hostile fire areas. This law is retroactive to anyone convicted on or after Nov 27th, 2002

Commanders must:

- Educate Soldiers on Lautenberg
- Investigate suspected qualifying convictions
- Track domestic violence arrests
- Report to HQDA
- Retrieve government issued firearms and ammo
- Collect and file DD Form 2760

The Lautenberg Amendment makes it a felony for anyone convicted of a crime of domestic violence to ship, receive, transport, or possess firearms or ammunition. There is no military or law enforcement exception to the Lautenberg Amendment. Anyone who commits a crime that involves Domestic Violence and is subsequently **convicted of this crime cannot own, possess, or be issued weapons** - even in the line of duty!

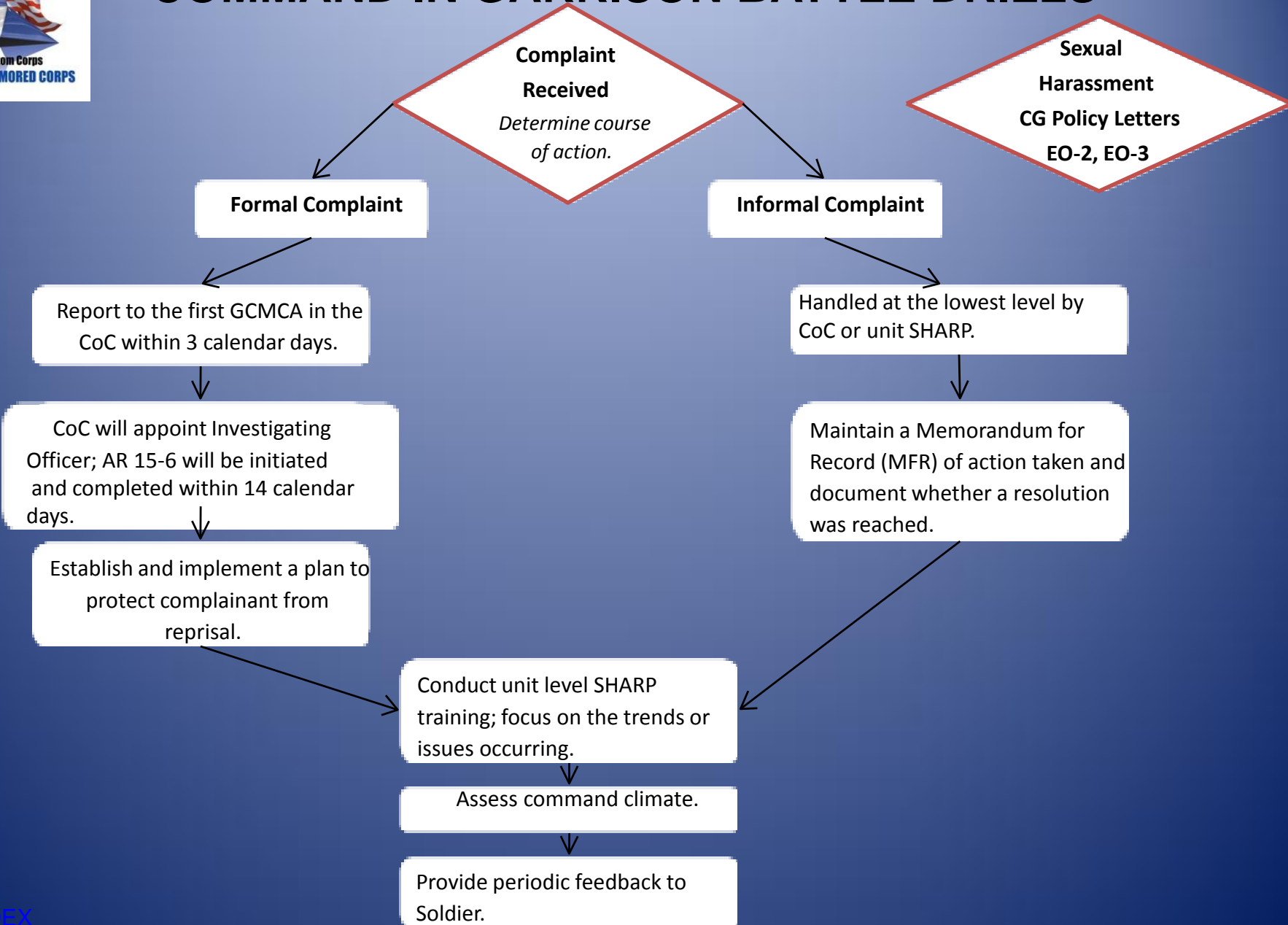
All Soldiers affected by this law WILL be reported through CoC with final assignment consideration by HRC.

Officer and enlisted Soldiers may be processed for involuntary separation under the provisions of AR 600-8-24, AR 135-175 or AR 635-200, respectively

A qualifying conviction does NOT include a summary court-martial conviction or the imposition of non-judicial punishment under Article 15, UCMJ

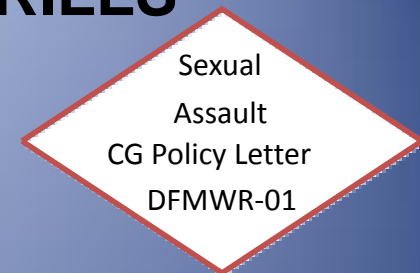


COMMAND IN GARRISON BATTLE DRILLS





COMMAND IN GARRISON BATTLE DRILLS



If the CDR believes a Soldier is going to report a Sexual Assault, CDR should STOP questioning and explain the difference between a restricted and unrestricted report.

Unrestricted Report

If Victim tells the CDR that she/he was sexually assaulted, it is now an unrestricted report, CDRs are required to report.

R
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With Victim's Consent
Do Not

- Bathe
- Brush teeth
- Use bathroom
- Smoke
- Use mouthwash
- Change clothes
- Douche

Only Report to

SHARP Victim Hotline
254-319-4671

Healthcare Provider

Chaplain

III Corps or Unit SHARP Specialist

Report to:

- Chain of Command
- Law Enforcement
- SHARP Victim Hotline
- Healthcare Provider

CDR must initiate a no contact order between the Subject and the Victim

Differences between Sexual Assault and Sexual Harassment

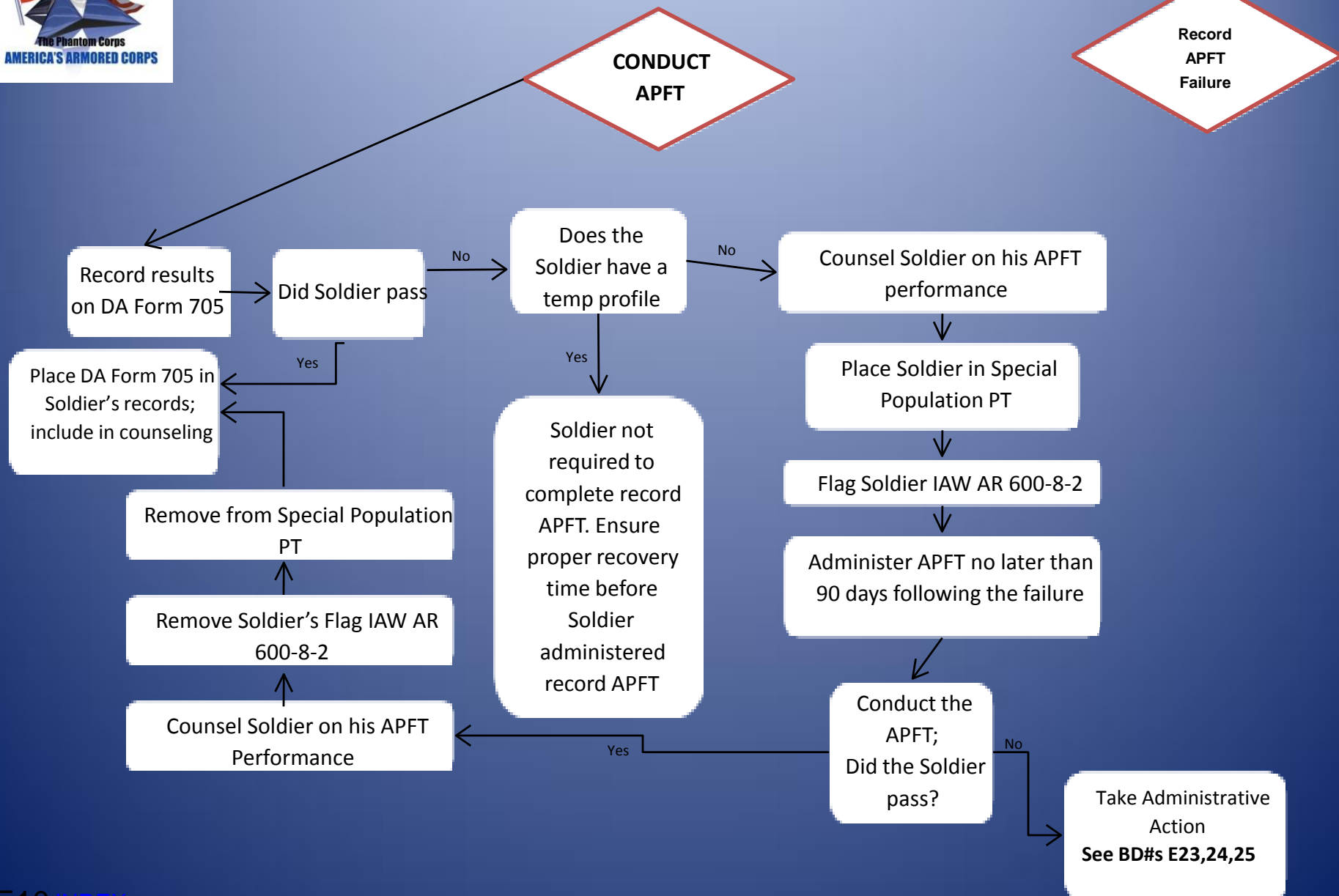
Sexual assault and sexual harassment are not the same although they are related to each other.

Sexual assault refers specifically to rape, forcible sodomy, wrongful sexual contact, abusive sexual contact, or attempts to commit these acts as defined by Article 120 of the Uniform Code of Military Justice (UCMJ).

While sexual harassment can involve physical contact, it can also refer to verbal or other forms of gender discrimination of sexual nature. Sexual assault is a crime punishable under the UCMJ. Sexual harassment is a form of gender discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.



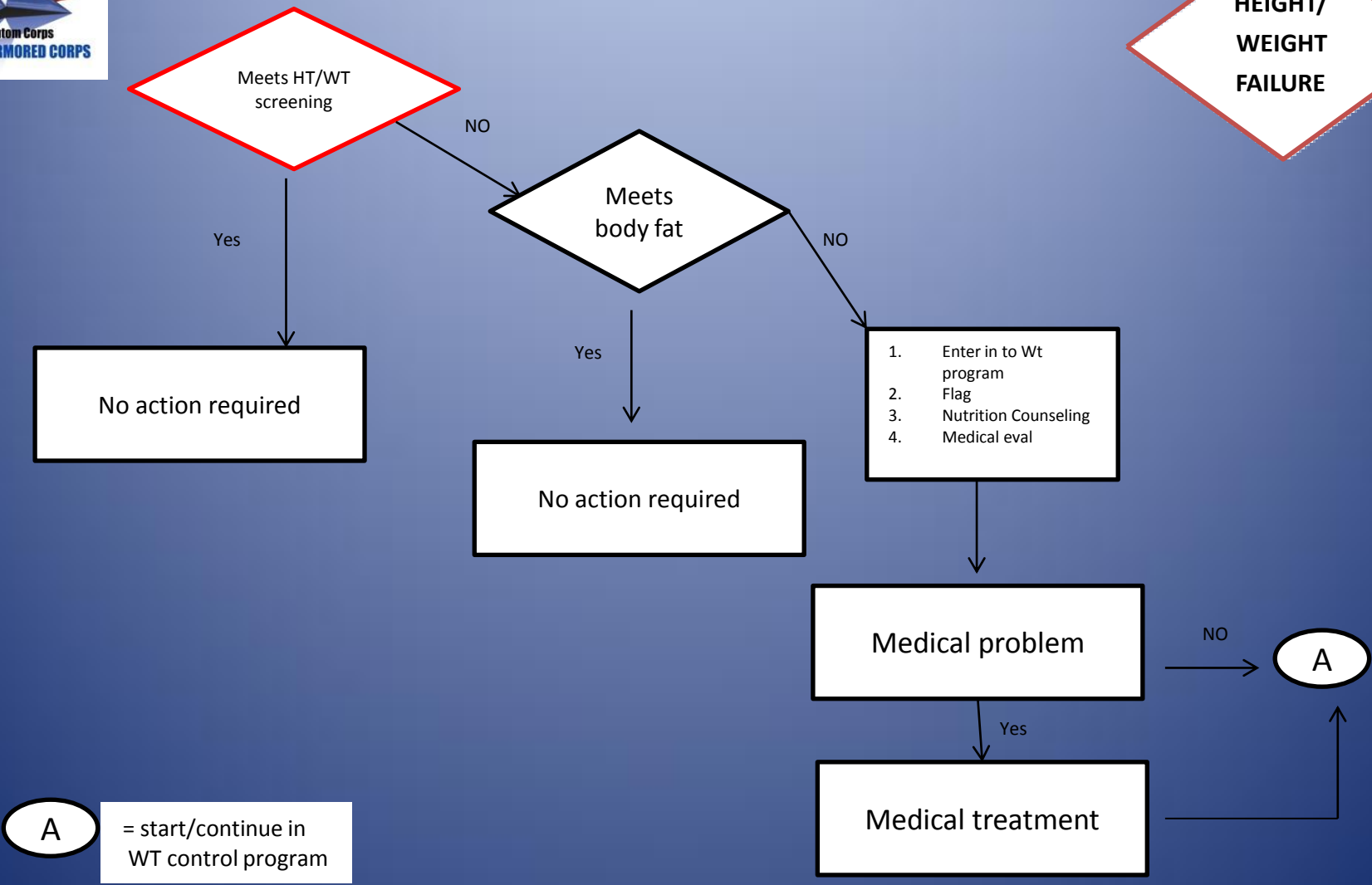
COMMAND IN GARRISON BATTLE DRILLS





COMMAND IN GARRISON BATTLE DRILLS

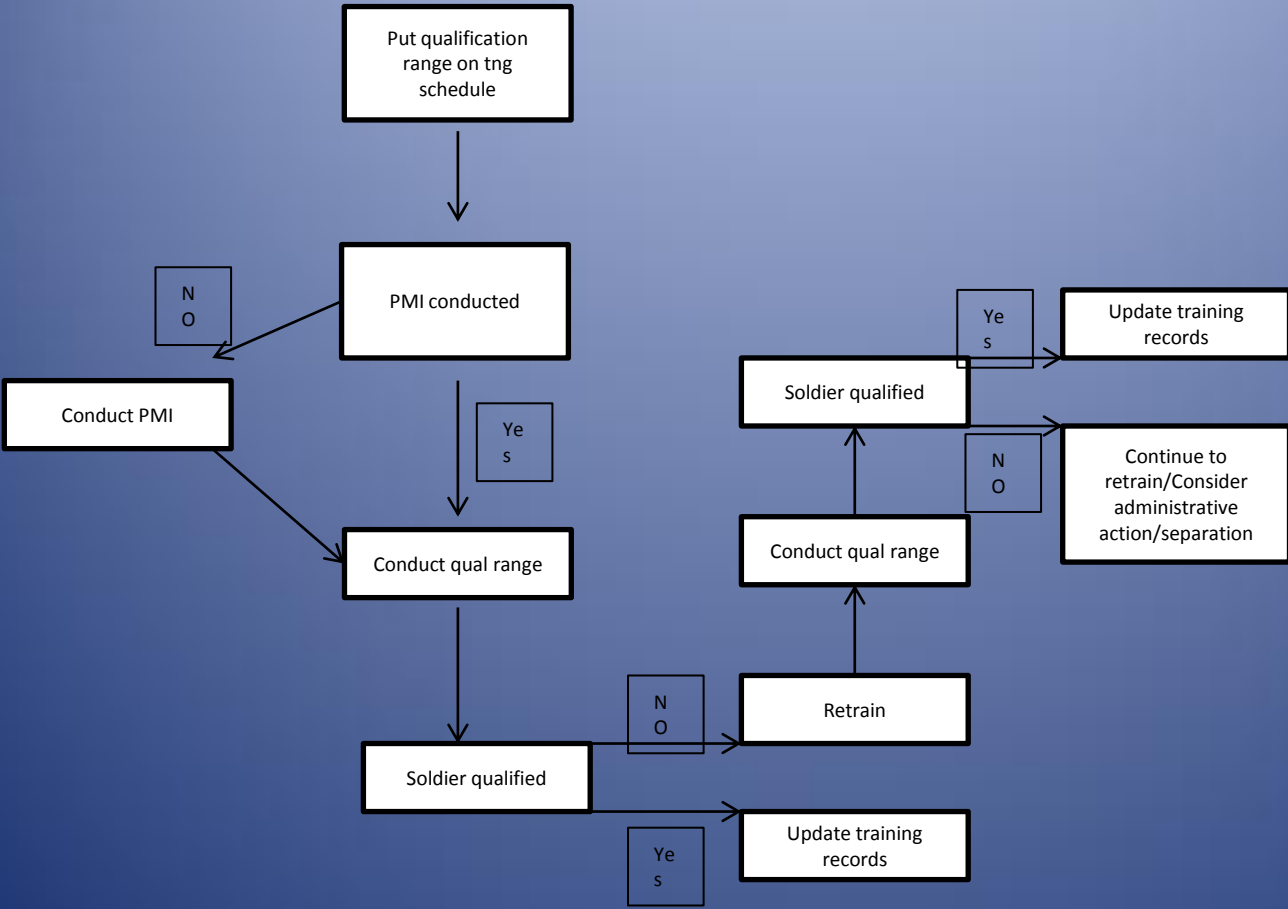
HEIGHT/
WEIGHT
FAILURE





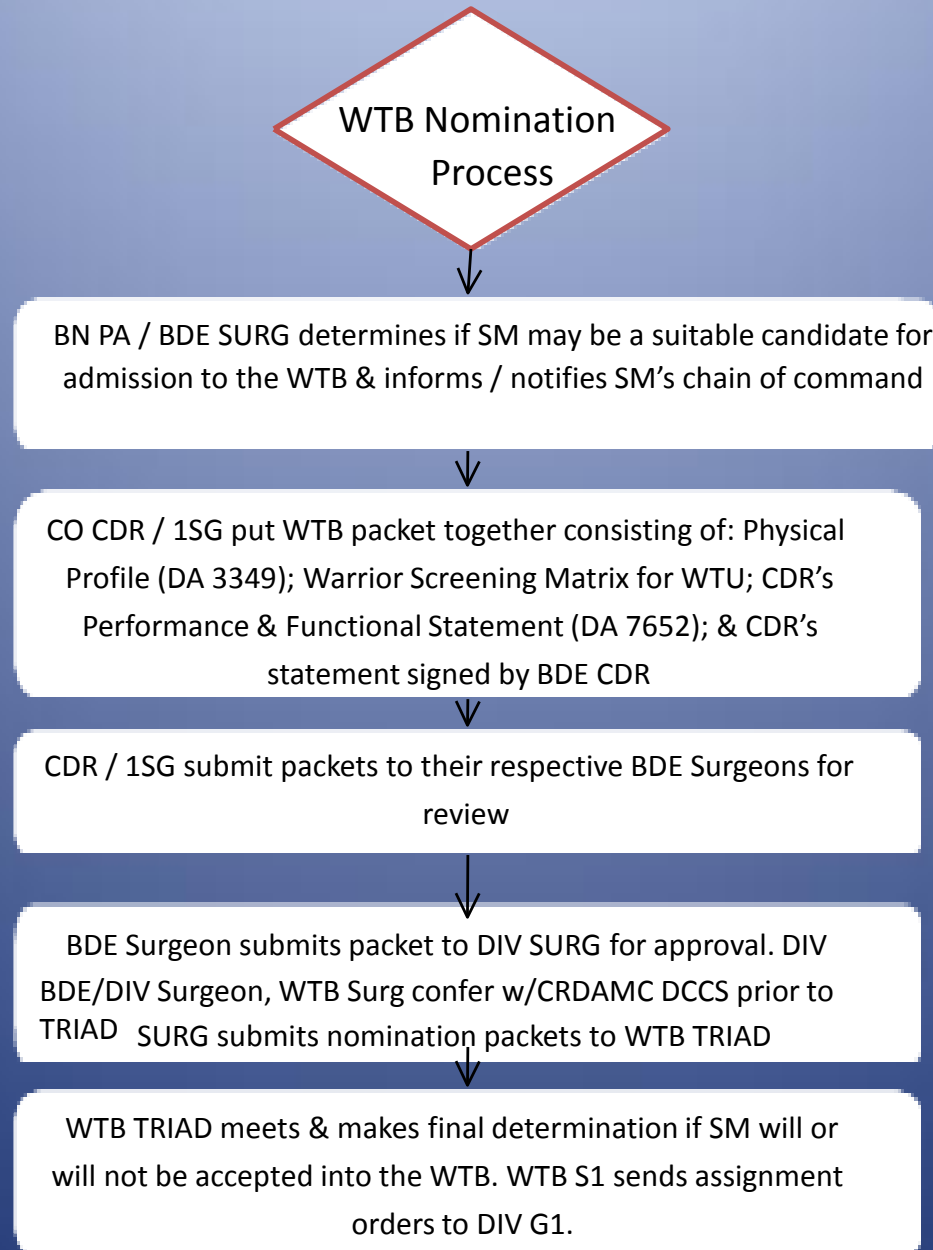
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Failure
to qual
with
weapon





COMMAND IN GARRISON BATTLE DRILLS





COMMAND IN GARRISON BATTLE DRILLS

Information Assurance Violation: Malicious Virus or Intrusion

Virus / Malicious Software Detected

IASO:
• Isolate the system
• Prohibit activities on the system
• Do not investigate

Is BN Information Assurance Security Officer (IASO) Available?

Individual:
Notify IASO

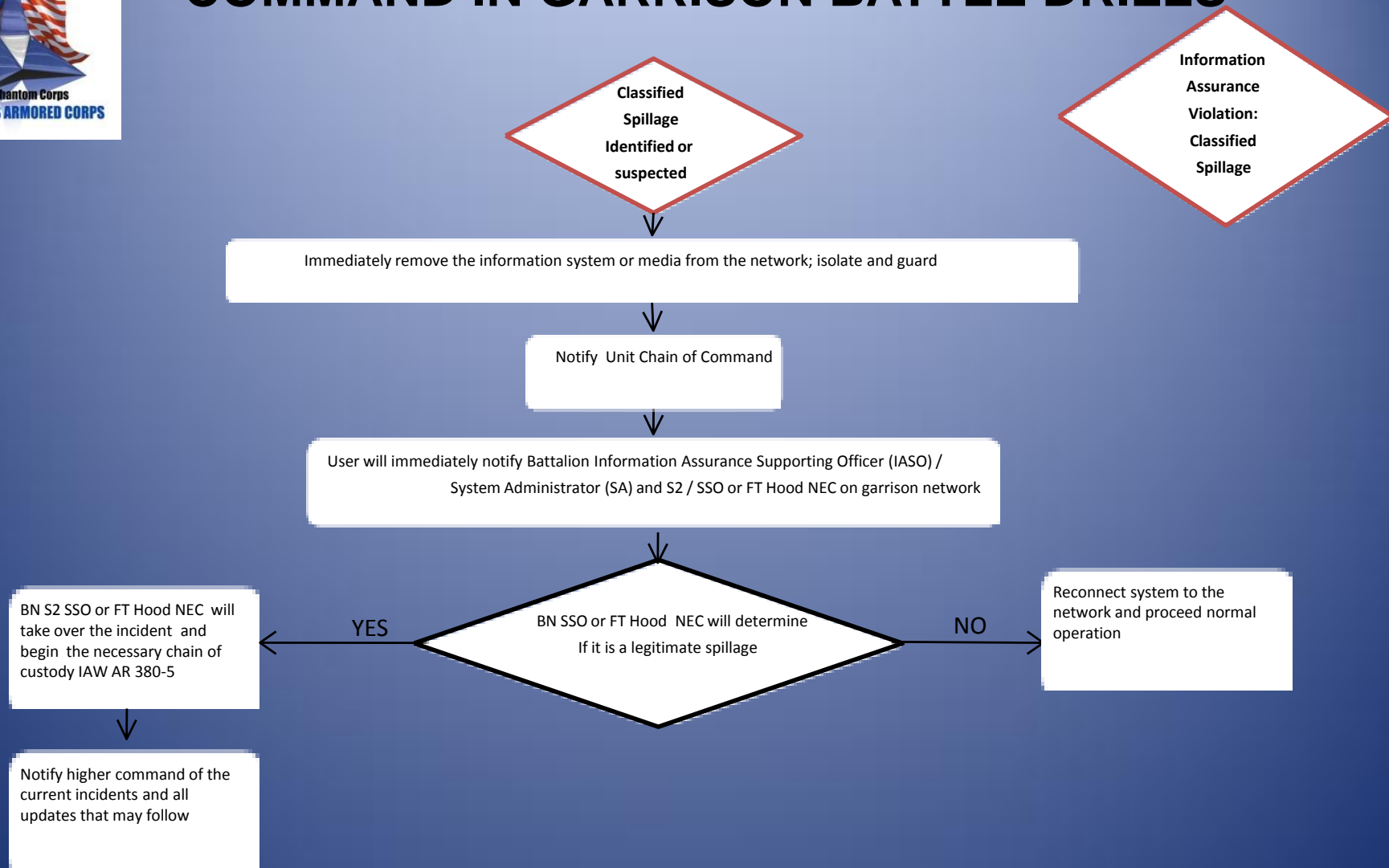
IASO:
• Contact the ACERT directly at (703) 706-1113

Contact : Installation Network Enterprise Center
Ft Hood NEC Phone (254) 287-3646

Inform Chain of Command

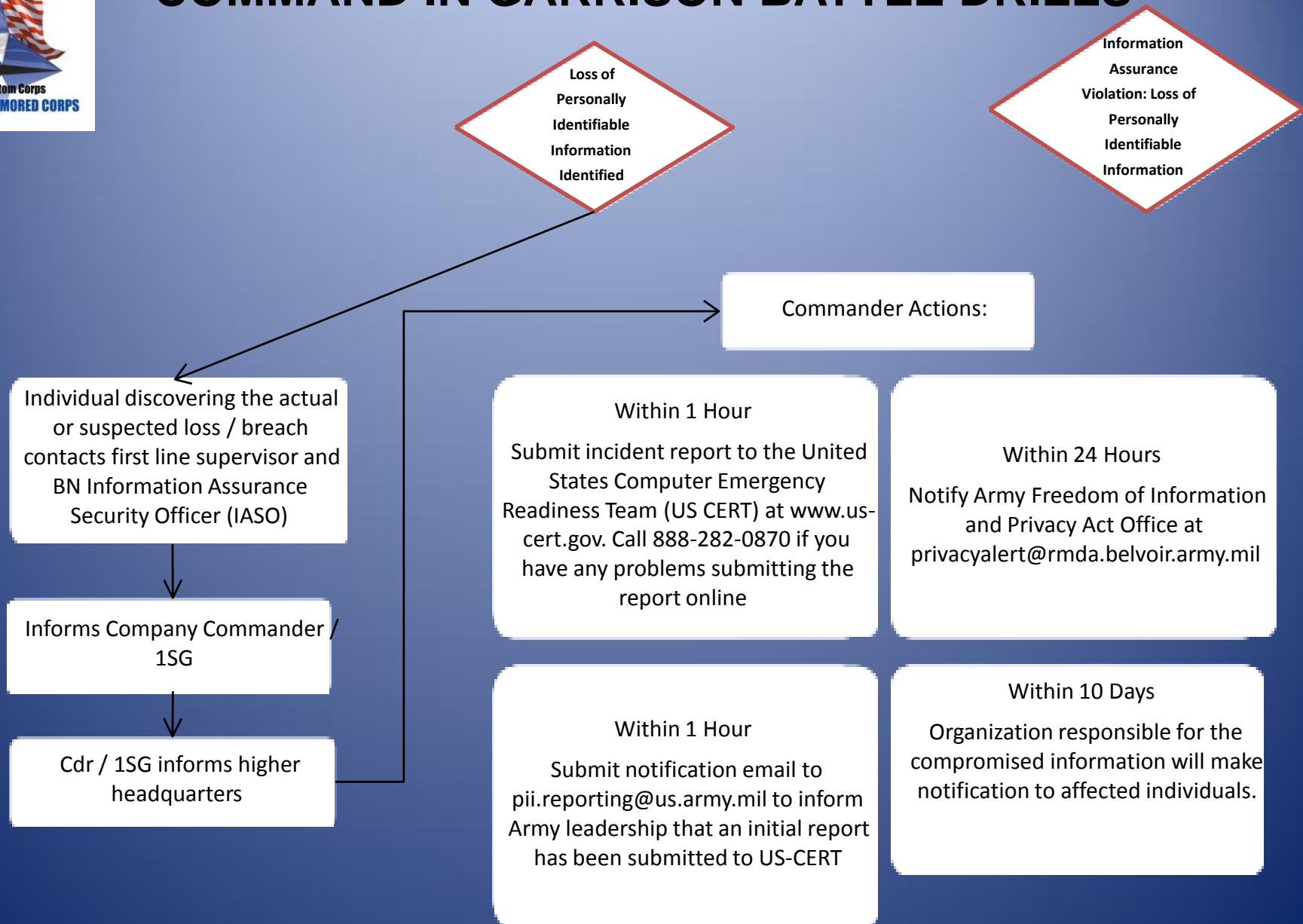


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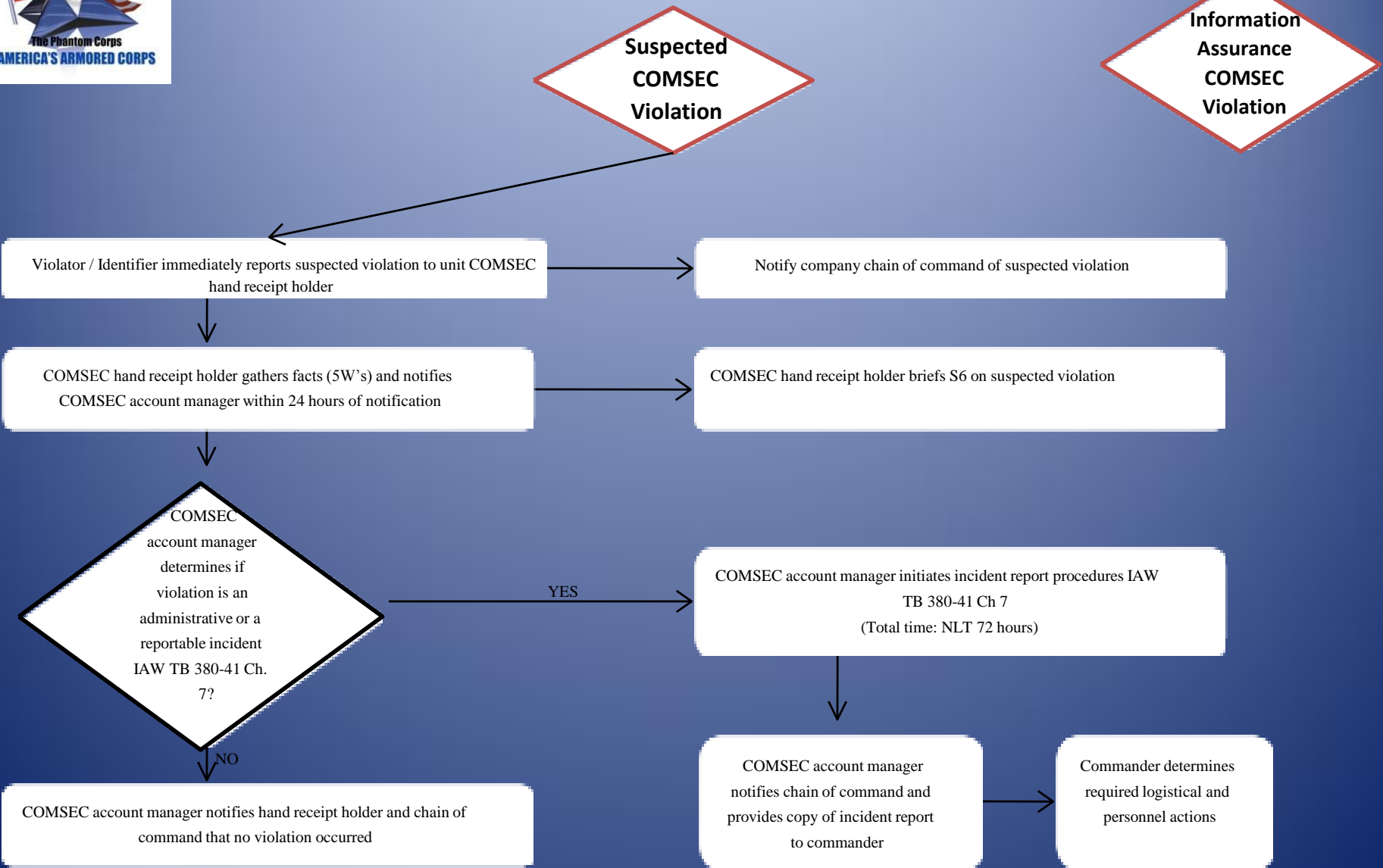


COMMAND IN GARRISON BATTLE DRILLS





COMMAND IN GARRISON BATTLE DRILLS





HOSPITALIZATION

START

POCs:

•SURG Section @
(254) XXX-XXXX

•CRDAMC Patient
Advocacy @ (254)
288-8157

1. Immediate Chain of Command informs T/C/B CDR / 1SG

2. Troop/Company/Battery CDR / 1SG informs higher
headquarters and initiates SIR if necessary

3. Squadron/Battalion S1 Changes duty status

4. Squadron/Battalion PA begins tracking patient care through the
Patient Advocate and assisting with post-hospitalization
management as necessary

5. CDR / 1SG sets conditions for Soldier to adhere to outpatient
medical / psychiatric treatment plan in order to promote health



COMMAND IN GARRISON BATTLE DRILLS

Conscientious
Objector

SM submits a DA 4187 requesting discharge or reassignment to noncombatant duties. The request must comply with AR 600-43, Appendix B:

- Full name
- Social security number
- Selective service number (if applicable)
- Service address and component
- Permanent home address
- Name and address of each school and college attended w/ dates of attendance and type of school
- Chronological list of all occupations, whether for compensation or not (include: type of work, name of employer, address of employer, and dates position was held)
- All former addresses and dates of residence
- Parents names and addresses (living or deceased)
- Religious denomination of parents
- Application to selective service board? Decision?
- Previous application for CO? Which status? When and where? Determination? Copy attached?
- Served less than 180 days?

No

Consult with BJA
before returning to SM
IOT comply with
AR 600-43

CoC must
submit to HQDA
within 90 days of
receipt

Yes

Consult your Brigade Judge Advocate. Commanders must counsel Soldiers.
See Figures 2-1, 2-2 in AR 600-43.

The Applicant must be
interviewed by a Chaplain. See
Paragraph 2-3 of AR 600-43. CoC
will provide the Chaplain a copy
of the request packet.

The Applicant must be interviewed
by Psychiatrist, who will prepare a
report of mental status.

The applicant's commander will forward the application, the chaplain's
report of interview, and the report of mental status examination to the
commander exercising special court-martial (SPCMCA) jurisdiction.

Consult with Brigade Legal Office for Full Process of Conscientious Objector Filing.

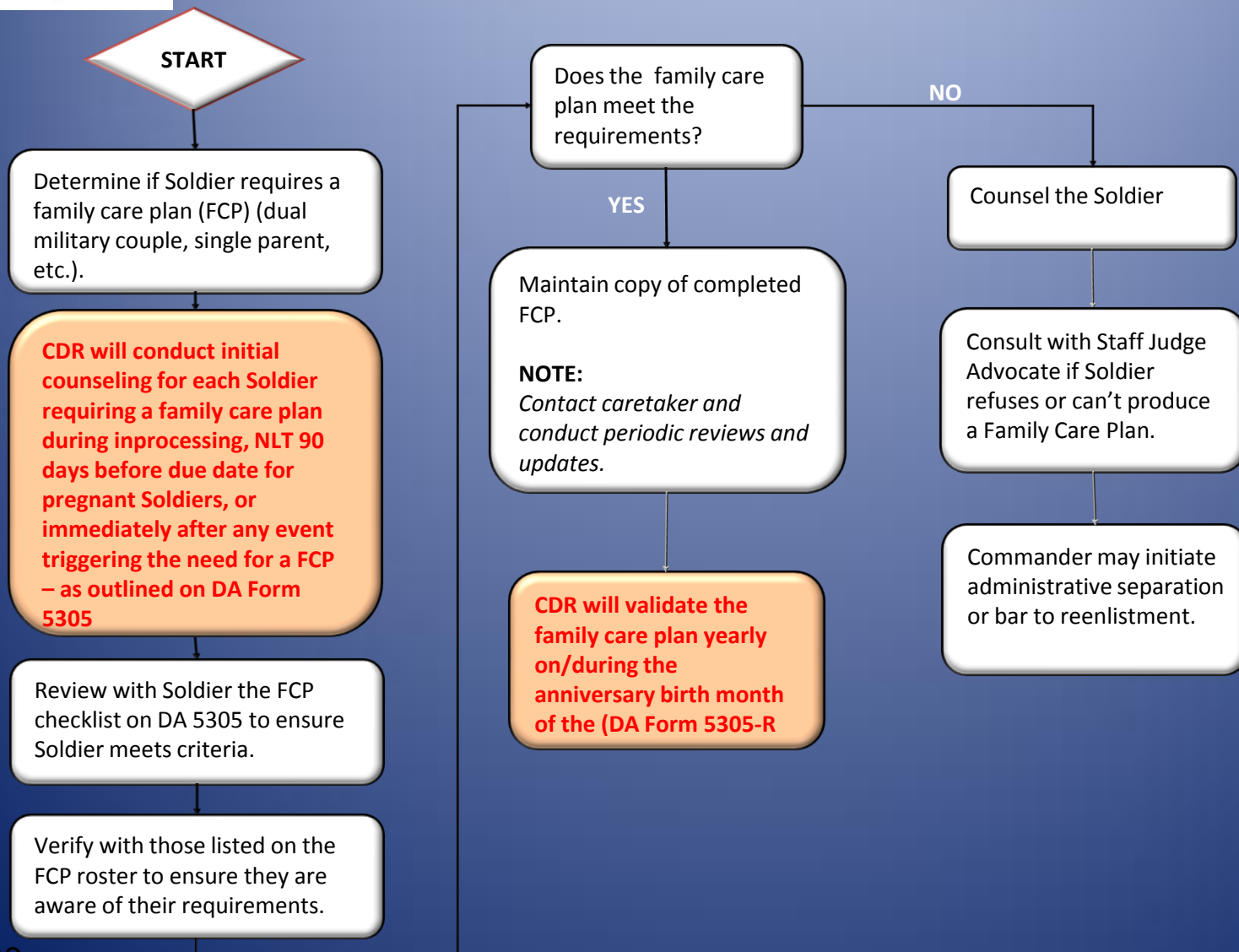


FAMILY CARE PLANS

REFERENCES:

- AR 600-20
- DA 5305
- DA 5840

•**POC:** S1 @ XXX-XXXX





COMMAND IN GARRISON BATTLE DRILLS

Initiate Bar

Bar to Reenlistment

Determine need for the Bar to Reenlistment. Bar to Reenlistment can be initiated for: APFT Failure, Poor Performance, Height / Weight Failure, or even Commander's discretion. If a Commander determines a Soldier's performance does not warrant reenlistment in the US Army, they need to submit DA 4126-R to Retention and the BN S1. Maintain a copy in unit records. (Chapter 8, AR 601-280)

Counsel Soldier in writing to inform him/her that they are being Barred; ensure this counseling provides Soldier a plan of action to overcome the Bar to Reenlistment. It is best if a commander includes all negative counseling on the Soldier in the Bar packet submission so when the Bar is reviewed it will withstand all legal reviews or Soldier appeals. This action is completely at the Commander's discretion with no requirements to impose.

Commanders must review the circumstances for imposing the bar every 90 days and either remove or continue the bar to reenlistment.

Leave in place

Remove

If Soldier has not overcome the Bar to Reenlistment after the second 90 day review Commanders must initiate separation proceedings under AR 600-200. Initiation of separation action is not required for Soldiers who, at the time of the second 3-month review, have more than 18 years of active federal service but less than 20 years. These Soldiers will be required to retire on the last day of the month when eligibility is attained.

If Soldier has overcome the Bar to Reenlistment, submit a letter of recommendation To the next higher Commander to remove the Bar to Reenlistment. Submit packet to retention. Maintain a copy in unit records.

COMMAND IN GARRISON BATTLE DRILLS



Initiation of
Administrative
Separation

Consult with Brigade Judge Advocate in determining whether or not to initiate an administrative separation and what type is appropriate.

When considering a SM for retention, re-classification, or separation, consider factors listed in AR 635-200, para. 1-15c. Counseling and rehabilitation is mandatory. Commanders must make maximum use of counseling and rehabilitation before determining that a Soldier has no potential for further useful service.

Commanders will ensure that these measures are taken before initiating separation procedures for the reasons listed in AR 635-200, except in cases of mandatory and voluntary separation.

MANDATORY SEPARATIONS:

- Bars to Reenlistment (Chap. 1-47)
- Commission of a Serious Offense (only for drug abuse under Chp. 14-12c)
- Failure to Meet Body Fat Standards (Chp. 18).
- Loss of MOS Qualifications

VOLUNTARY SEPARATIONS:

Service members must submit a request, in writing, to his or her commanding officer.

Voluntary separation is only allowed in the following cases:

- Dependency;
- Hardship; or
- Pregnancy

INITIAL SEPARATION PROCESSING PROCEDURES:

After all mandatory counseling and rehabilitation attempts have been exhausted, the service member's immediate commander will notify the Soldier in writing that he / she is being recommended for administrative separation per AR 635-200. This is usually processed at the legal office for the commander. However, the service member will be counseled on a DA Form 4856, (apart from any other previous counseling attempts to correct the problem), as to the reasons he is being considered for separation. This counseling - DA Form 4856, along with all other pertinent information, DA Form 268 (Initiation of a flag), and the service member's ERB must accompany the initial packet to the legal office. The commander should also attach a memorandum as to what characterization of discharge he or she recommends.

The company (immediate) and battalion (intermediate) commanders will recommend type of separation, reclassification, or retention and the characterization of service to be awarded.

For Chapters 11, 13, 14, and AR 604-18, no Soldier will be considered for separation on conduct that has been the subject of judicial proceedings resulting in an acquittal, or after a separation board has determined that the Soldier be retained. However, a Soldier is not precluded from Administrative Separation under Chapters 13, or 14, if he or she has been convicted by a courts-martial whose sentence did not include a punitive discharge.

A highly deserving Soldier may be given a probation period to show successful rehabilitation (except fraudulent entry or homosexual conduct). Probation periods are for full time military only, not to exceed a total of 6 months. (AR 635-200, 1-18).

BOARD PROCEDURES:

If the service member has 6 or more years of active duty or is being considered for an other than honorable discharge, he or she is entitled to a hearing before an administrative separation board. AR 635-200, 2-2(b-3). Service members can waive their right to a hearing board. In this case, the separation authority will be the same as if a board was held.



COMMAND IN GARRISON BATTLE DRILLS

Initiation of
Administrative
Separation

ADDITIONAL DOCUMENTATION REQUIRED

REQUIRED DOCUMENTATION FOR EVERY CHAPTER PACKET

- Request Form
- Paragraph 1-16 Counseling
- ERB

Chapter 5-13: Personality Disorder

- Evidence SM has not responded to Para 1-16 Counseling
- Medical examination
- Mental evaluation by physician trained in psychiatry and psychiatric diagnosis or a clinical psychologist

Chapter 5-8: Family Care Plan

- Family Care Plan checklist counseling
- Statement from SM explaining why he / she cannot obtain a Family Care Plan
- Medical examination

Chapter 5-16: Early Separation to Further Education

- Letter of Admission (Must include date classes will begin)
- Statement proving Soldier can pay tuition fees
- Evidence that school is VA approved (Statement from school or education center will suffice)

Chapter 5-17: Other Designated Physical or Mental Conditions

- Evidence SM has not responded to Para 1-16 Counseling
- Evidence from Medical or Mental Health personnel documenting condition
- Medical examination

Chapter 6-3(a) or 6-3(b): Dependency or Hardship

- Evidence supporting dependency or hardship

Chapter 8: Pregnancy of Enlisted Women

- Pregnancy counseling
- Pregnancy profile or statement of pregnancy
- Medical examination

Chapter 9: Alcohol or Other Drug Abuse Rehabilitation Failure

- ASAP summary of rehabilitation
- Statement declaring SM a rehabilitation failure
- Medical examination

Consult with Brigade Judge Advocate in determining whether or not to initiate an administrative separation and what type is appropriate.



COMMAND IN GARRISON BATTLE DRILLS

Initiation of
Administrative
Separation

ADDITIONAL DOCUMENTATION REQUIRED

AR 635-200 para. 1–7. Processing timeline goals:

- For separations when the notification procedure is used will not normally not exceed 15 working days.
- When the administrative board procedure is used will not normally exceed 50 working days.
- Processing time will be measured from the date the Soldier acknowledges receipt of the notification of the proposed separation to the date the separation authority directs
- Failure to process an administrative separation within these timeframes will not prevent separation or characterization of service.

Chapter 13: Unsatisfactory Performance

- Evidence SM has not responded to Para 1-16 counseling
- Mental evaluation
- Medical examination

Chapter 14-12a: Minor Disciplinary Infractions or Chapter 14-12b: Pattern of Misconduct

- Evidence SM has not responded to Para 1-16 counseling
- Mental evaluation
- Medical examination

Chapter 14-12c: Commission of a Serious Offense

- Evidence of serious offense
- Mental evaluation
- Medical examination

Chapter 14, para 14-5:

Conviction by Civil Court

- Memorandum for medical and dental records if no longer on the installation
- Results of the trial and conviction

Chapter 18: Failure to Meet

Body Fat Standards

- Body fat content worksheets
- Nutrition counseling
- Enrollment into weight control program
- Statement that weight is not due to a medical condition
- Medical examination

Chapter 16-4: Non-Retention on Active Duty

- Declination statement

Consult with Brigade Judge Advocate in determining whether or not to initiate an administrative separation and what type is appropriate.

COMMAND IN GARRISON BATTLE DRILLS

Soldier Pregnancy

Verify pregnancy at TMC. Upon verification, SM will receive pregnancy eprofile and initiate prenatal care to include prenatal registration appointment with the Women's Health Center (WHC) and complete an Occupational Health Interview with Occupational Health Clinic (OCC).

SM's commander (or designated official) will counsel SM on the Army Pregnancy/Postpartum Physical Training (PPPT) Program, Separation Options, and Family Care Plan (FCP) requirements. Also, the CDR will establish liaison with OCC for site visits, as necessary.

SM will be enrolled and receive orientation to PPPT upon diagnosis of pregnancy thru delivery plus 180 days.

Upon delivery, SM will be authorized convalescent leave (typically 42 days for a normal pregnancy and delivery) and provide postpartum eprofile (typically for 45 days).
*Hospital CDR will authorize additional leave for medical complications, as necessary.
*Unit CDR can authorize up to 30 days convalescent leave after SM returns to work, as necessary.

Upon return from leave and clearance from profiling doctor, SM will resume physical training and return to full duty.

Upon reaching 180 days, SM will be released from the PPPT Program.

CDR must re-test validity and durability of the FCP at least annually to include contacting the designated guardian(s). Recommended testing periods are prior to field exercises or during deployment preparation.

If SM is single and living in barracks, she is authorized to receive BAH (without dependents) and move off-post during the seventh month of pregnancy. *Pregnant, single SMs will NOT be authorized on-post housing until delivery, but can elect to be put on waiting list as soon as pregnancy is confirmed. Upon delivery, single SMs will be authorized BAH w/dependents and option to move into on-post housing.

Although the DA Form 5304 is the only mandatory document that must be completed prior to the SM's delivery date, recommendation is to complete the entire FCP, if possible.

CDR should track SM's 20th and 28th week benchmarks as there are several physical restrictions per AR 40-501 that must be strictly enforced.

CDR ensures all required documents are in order, meet the FC requirements, are workable, and durable NLT 45 days from SM's delivery.

PREGNANCY PROGRAM REFERENCES

- | | |
|----------------|------------------|
| a) AR 40-400 | h) AR 601-280 |
| b) AR 40-501 | i) AR 614-30 |
| c) AR 210-50 | j) AR 635-200 |
| d) AR 600-8-10 | k) AR 670-1 |
| e) AR 600-9 | l) AR 700-84 |
| f) AR 600-20 | m) FH Reg 600-24 |
| g) AR 600-8-24 | |

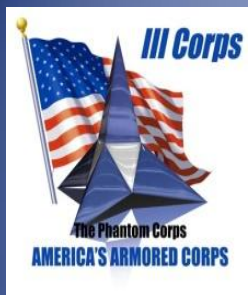


COMMAND IN GARRISON BATTLE DRILLS

Initiation of
UCMJ Action

When a commander learns of misconduct by a Soldier, that commander will collect the following evidence prior to consulting with Trial Counsel or the Brigade Judge Advocate in determining whether or not to initiate action(s) under the UCMJ and what type is appropriate.

- Soldier's counseling packet, all DA Form 4856s
- All sworn statements related to the event or events, DA Form 2823s
- If the Soldier has gone AWOL, all DA Form 4187s
- If anyone interviewed the Soldier concerning the alleged offenses; a DA Form 3881 must be completed and brought to JAG
- Any investigations that were done, to include, but not limited to CID, Commander's Inquiries, AR 15-6, and local law enforcement, if available
- Positive urinalysis test results
- Restriction orders
- Any other relevant evidence



COMMAND IN GARRISON BATTLE DRILLS

FLIPL

Starts after the document/voucher number is assigned by the accountable officer and the FLIPL is provided to the appointing authority

- Investigating officer appointed if appropriate
- Review the property records
- Obtain statements
- Ascertain the facts
- Determine the proximate cause
- Calculate the amount of the loss
- Make recommendation
- If financial liability is recommended, notify the individual(s)
- Consider respondent's rebuttal statement
- Review by the appointing authority
- Decision by the appointing authority
- Provide to the approving authority

Approving authority notifies the individual(s) being charged if applicable

15 Days

40 Days (total 55 days)

20 Days (total 75 days)

30 Days

1 Day

Starts with the discovery of the loss

- Preliminary search for the missing item(s)
- Identification of the missing, damaged, or destroyed item(s) using FEDLOG
- Gather dates and circumstances
- Initiation of the Investigation of Property Loss, DD Form 200
- Complete the narrative portion
- Get document/voucher number assigned
- Provide the Investigation of Property Loss to the appointing authority

Starts upon receipt of the FLIPL by the approving authority, from the appointing authority

- Review by the approving authority
- JAG review (when assessment of financial liability is sought)
- Decision by the approving authority

Approving authority sends to finance for collection if financial liability was assessed



COMMAND IN GARRISON BATTLE DRILLS

MAR2

14 Day Suspense



PAD

Forwards profile to Post Retention Office

Post Retention Office

- Screens profile
- Updates IMREPR
- Fwd profile to unit

Unit Career Counselor

- Initiates MAR2 packet
- Counsels Soldier
- BN CDR / Co CDR Recommendation
- Submits MAR2 request through RETAIN

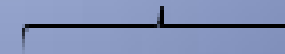
Post Retention Office

- Reviews MAR2 packet
- Submit to HRC through RETAIN for adjudication



Commander may request 14 day Extension from Retention for profile clarification

14 Day Suspense



HRC

- Renders decision
- Responds to Post Retention



HRC Renders one of the following decisions

- Retain in PMOS
- Reclassify
- Refer to MEB*

*Post Retention Office

- Receives decision
- Forwards to Unit Career Counselor

*Unit Career Counselor

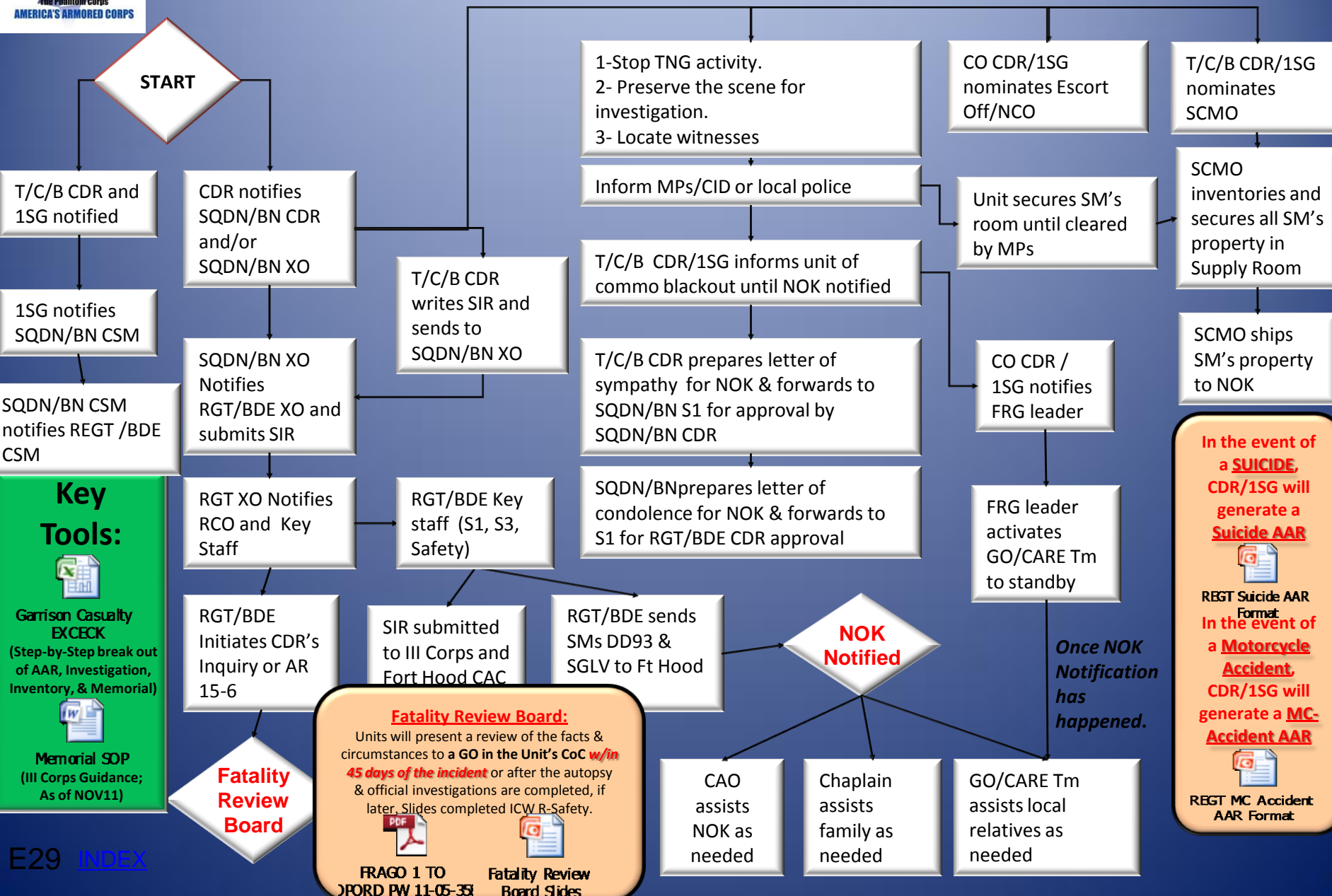
- Informs BN/ Co CDR of decision
- Submits appeal if necessary (material error)



*MEBs referred to PEBLO by Post Retention
*Unit CC verifies Soldier reports within 5 days



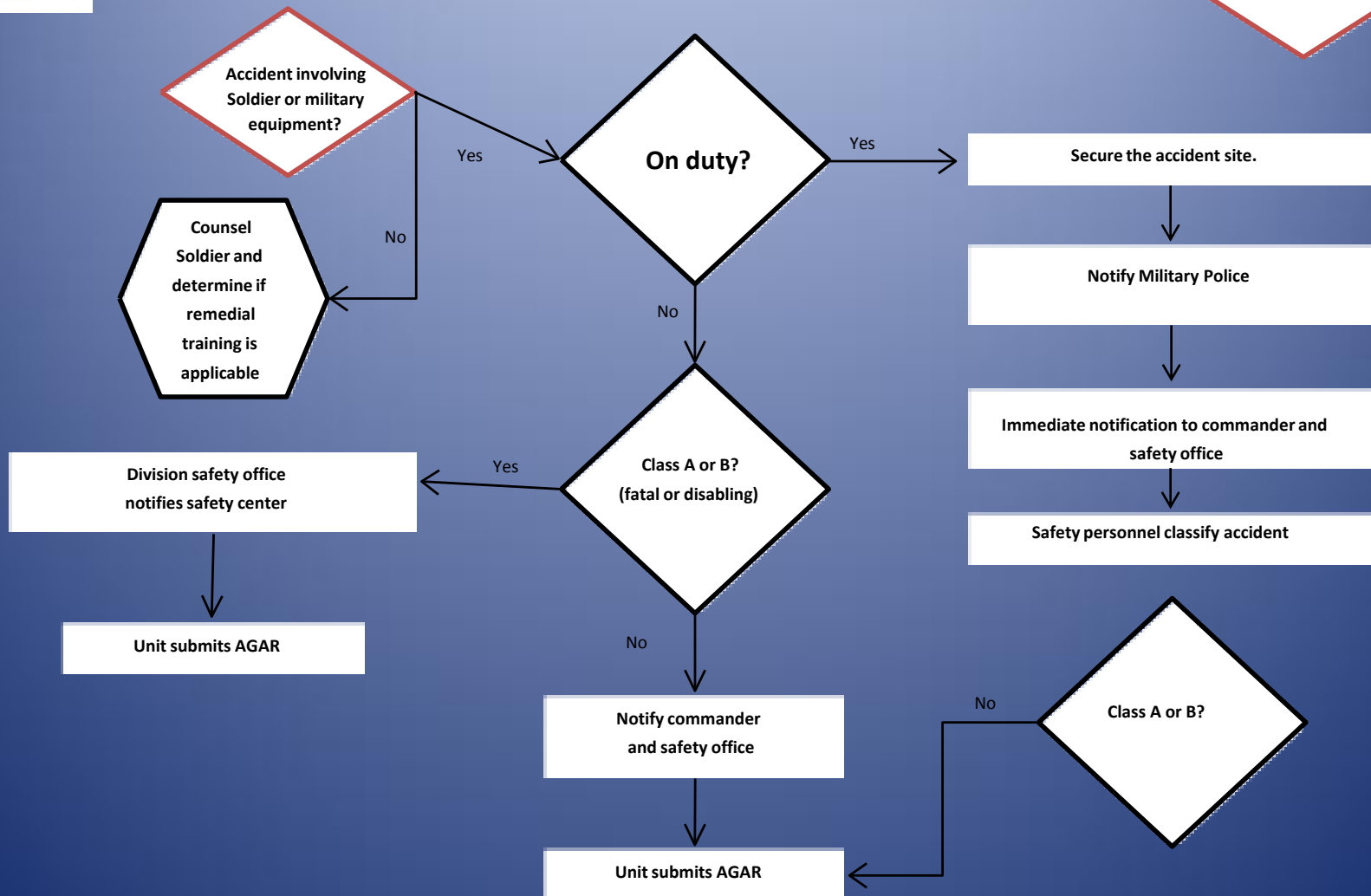
SOLDIER DEATH





COMMAND IN GARRISON BATTLE DRILLS

Accident Notification





COMMAND IN GARRISON BATTLE DRILLS

**FRG
Fundraising**

**Conduct FRG
Fundraising
Event**

REFERENCES:
Joint Ethics Regulation
AR 600-29
AR 608-1
AR 600-20

Additional Rules Governing FRG Fundraising.

The FRG informal fund cap currently listed as \$5,000 in AR 608-1, Army Community Service Center, Appendix J, Section 7, subparagraphs (e) and (f) is increased to \$10,000.

Unauthorized Use of informal funds:

- Augmenting the unit's other informal funds (i.e. the unit's cup and flower funds)
- Augmenting items or services that should be paid for with appropriated funds
- Purchasing traditional military gifts, such as Soldier farewell gifts that are not related to family readiness
- Funding the unit ball (specifically stated!!)

Authorized Use of informal funds:

- FRG newsletters that contain mostly unofficial information
- Parties
- Social outings
- Volunteer recognition
- Picnics
- Refreshments

Appropriate infrastructure established --- SOP,
FRG Fund Custodian

Purpose of fundraising consistent with the
approved SOP.

Manner of fundraising consistent with the JER
and AR 600-29.

FRG Leader must coordinate with the
commander with jurisdiction over the location
of fundraising.

Commander must consult with SJA / Ethics
counselor and avoid all conflicts of interest.

**Conduct Fund
Raising Event**



ADMINISTRATIVE REDUCTION

REFERENCES:

- AR 600-8-19, Chapter 10
- **POCs:** S1 @ XXX-XXXX; Legal @ XXX-XXXX

General Rules:

Who may reduce:

- SPC / CPL and below - Company, troop, battery CDRs
- SGT / SSG - SCMCA
- SFC, MSG, SGM - SPCMCA

A Board is Required for Soldiers in the grade of:

- CPL / SPC when being reduced more than one grade; and
- SGT through SGM for:
 - reduction for misconduct (civil conviction) under paragraph 10-3 (except under table 10-2); and inefficiency under paragraph 10-5.

Board appearance may be declined in writing, which will be considered as acceptance of the reduction board's action.

Individuals in grade of CPL and below may be reduced without action by a board.

Soldiers can also be reduced for :

- Approved discharge from service with OTH, 10-15.
- Reduction for failure to complete training, 10-16.
- Reduction for unsatisfactory participation, 10-17.
- Failure to complete NCOES, 10-18.
- Voluntary reduction 10-19.

Administrative reductions may result from either Soldier misconduct or inefficiency.

Reduction for Inefficiency: 10-5 and 10-6

- The CDR reducing the Soldier will inform him or her in writing of the action contemplated and the reasons.
- The Soldier will acknowledge receipt; may submit rebuttal.
- Soldiers must demonstrate a pattern of inefficiency rather than a single incident to be eligible for reduction.
- Demonstration of characteristics that shows that the person cannot perform duties and responsibilities of the grade and MOS.
- Any act or conduct that clearly shows that the Soldier lacks those abilities and qualities normally required and expected of an individual of that grade and experience.
- CDRs may consider misconduct, including conviction by civil court, as bearing on inefficiency.
- Longstanding unpaid personal debts w/o attempt to pay.
- Must serve in the same unit for at least 90 days prior to reduction.
- Documents will establish a pattern of inefficiency.
- Reduction for inefficiency will not be used for the following:
 - (1) To reduce Soldiers for actions for which they have been acquitted because of court-martial proceedings.
 - (2) In lieu of UCMJ, Article 15.
 - (3) To reduce a Soldier for a single act of misconduct.

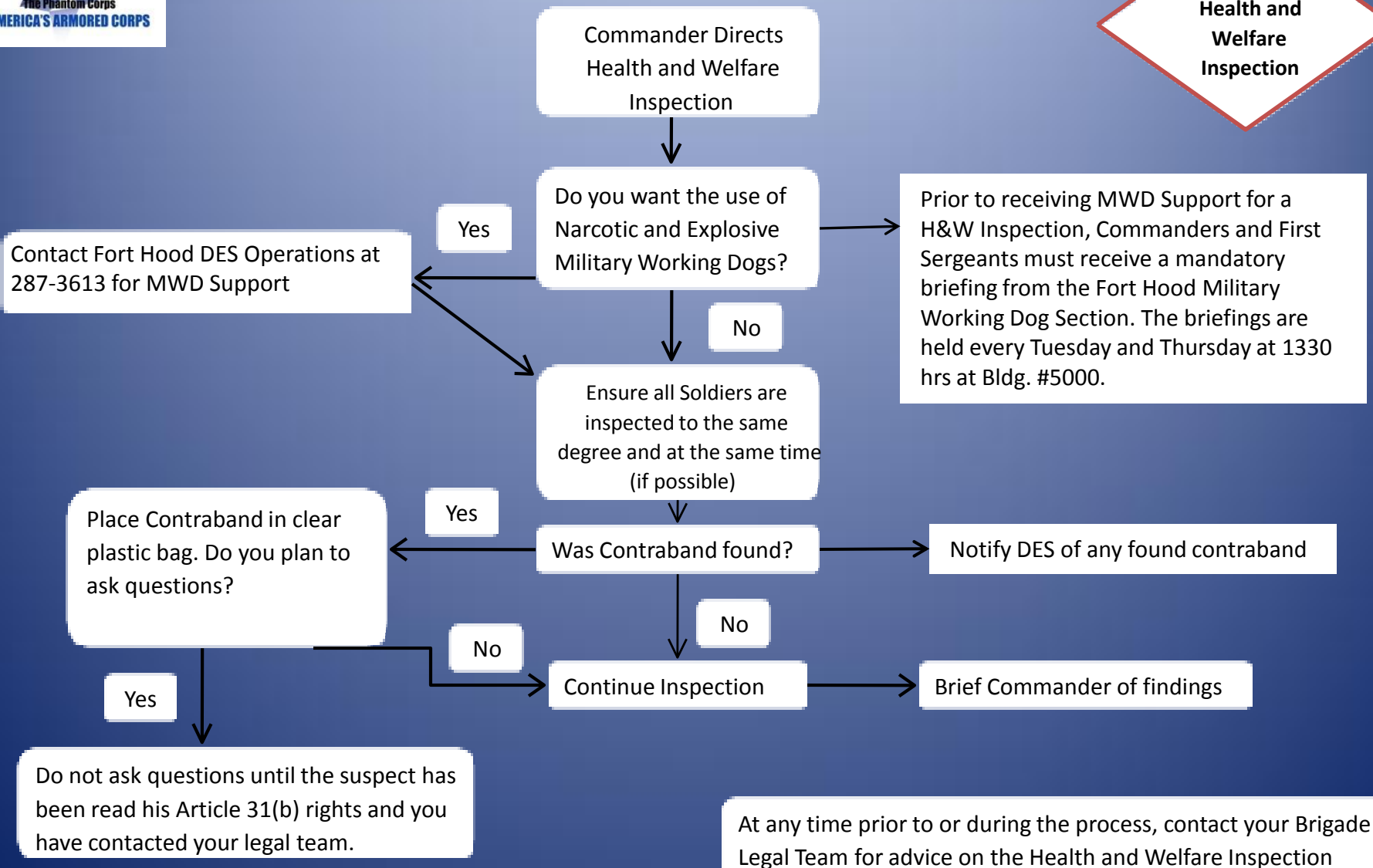
Reduction for Misconduct: 10-3

- A Soldier convicted by a civil court, or adjudged a juvenile offender by a civil court, will be reduced or considered for reduction according to table 10-2.
- When a reduction board is required, it will convene after receipt of documentary evidence and before separation or retention is considered under AR 635-200.
- If the conviction is reversed, the Soldier will be restored to the former grade.

COMMAND IN GARRISON BATTLE DRILLS



Conduct
Health and
Welfare
Inspection





COMMAND IN GARRISON BATTLE DRILLS

**Soldier
Apprehended
& Confined off
post**

Minor offense

Contact arresting agency to determine current situation

Unit 1SG/CDR take custody of SM once bail is posted (if required)

Counsel SM and take appropriate action based on circumstances of the offense Refer to Battle Drill Book for specific crimes. Initiate a SIR IAW AR 190-40

Ensure SM receives appropriate resources to resolve situation and rehabilitate.

Fort Hood DES conducts a local jail check everyday at 0500; if a Soldier has been arrested by one of the local departments or agencies the DES will notify the CoC if they have not already been notified by the Soldier or local agency. DES will generate a Military Police Blotter entry when they receive the case from the local authorities.

Return to normal duty if SM is retained

Serious Offense (No bail / incarceration)

Initiate a SIR IAW AR 190-40. Contact SJA to determine length of time before unit can initiate separation

Complete DA Form 4187 changing SM's status from "present for duty" to "civilian confinement by authorities"

Initiate Separation IAW AR 635-200; see Separation Battle Drill. Upon approval, unit clears SM from installation



COMMAND IN GARRISON BATTLE DRILLS

Certificate of Non- Availability (CNA)

1. Reference: Army Regulation 420-1, Chapter 3-5 and 3-18, which covers Unaccompanied Personnel Housing (UPH).
2. Battalions can submit certificate of non -availability (CNA) packets, based on a 95% utilization rate at the installation level from the barracks utilization report (BUR). Battalions can also submit CNA packets for exception to policy (ETP). Ensure that no Soldier is sent off post prior to receiving a CNA or coordinated approval from the FSBP office.
3. Packets must consist of the following documents:
 - a. Request for exception to policy to reside off-post, endorsed by the Brigade Commander (O-6) or equivalent. Each request must indicate the effective date.
 - b. DA Form 4187 (Personnel Action).
 - c. DA Form 5960 (Authorization to start/stop BAH).
 - d. Lease Contract, if requesting effective date of BAH to be backdated. **This should be a rare circumstance, since commanders should ensure their Sergeants (E-5) and below do not reside off-post without a valid CNA.**
 - e. Legal custody / marriage / divorce papers / Physician letter (if applicable).
 - f. Pregnancy statement, signed by physician, or profile with due date (if applicable). **Note: If Soldier in 28th week, CNA is automatic and Soldier should report to Finance with DA5960, barracks termination, and profile. If never assigned to the barracks, Soldier needs to get memo from the FSBP office.**

NOTE: Please do not staple packets and do not send other documents in packets such as LES; Counseling's; sworn statements; etc).

4. Completed packets must be sent to the First Sergeants' Barracks Program (FSBP) office (Bldg 49017, on Santa Fe) before going to Finance, to issue the CNA.
5. Effective date of the CNA will be when the Soldier clears the barracks room (If applicable), or Soldier's redeployment date (If no room is issued). **It cannot be approved prior to Soldier's redeployment date.**
6. Once the CNA packet is completed, FSBP personnel will notify the unit to pick up the packet and turn it in at Finance office.



COMMAND IN GARRISON BATTLE DRILLS

Certificate of Non- Availability (CNA)

Leaders need to be aware that certain situations do not automatically entitle a Soldier to basic allowance for housing (BAH). Some situations are listed below. Please contact the FSBP office ,if any of these situations occur.

- a. Soldier with Joint custody of child (for 6 continuous months or more).

(1) Proof of Custody is court orders or an approved DD137, **NO POAs**.

(2) Other dependents must be court appointed and be in DEERS (Note: *Just because the child belongs to a father or mother, and the child is in DEERS, DOESN'T always constitute Primary Custody*)

- b. Soldier Married to Another Soldier (without dependents).

(1) If Soldiers are not both assigned to Fort Hood, the incoming Soldier is considered "Single" , for BAH and Barracks purposes, unless the other Soldier will be assigned to Fort Hood within 60 days.

(2) If both SMs are already here and one of them leaves, the remaining Soldier is not required to come back to UPH.

(3) If one of them is deployed when the other arrives at Fort Hood, the arriving Soldier is required to reside in the barracks until the other SM redeploy.

- c. Too much furniture for barracks room because I could live off post at my last unit.

- d. I'm still locked in to a lease.

- e. I have pets.

. BAH packets are processed and Certificates of Non-availability for BAH will be received on a walk-in basis, Monday through Friday, from 0730-1600.

9. POC for CNAs is Mrs. Jeannie Drayton, Barracks Management (FSBI) Administrative Office, Bldg. 49017, Santa Fe Street (by the bowling alley), (254) 287-6512.



III CORPS EO COMPLAINT PROCESS

Contact your Unit/BDE Equal Opportunity Advisor for assistance and Verification that incident or behavior qualifies as discrimination or has Violated any of the five protected categories.

Decide on Informal or Formal Complaint.

Make an “Informal” Complaint

- Use your EOL
- Report inappropriate behavior without initiating a full investigation.
- This may be most appropriate for minor infractions when the victim simply wants the behavior stopped.
- Issues/ concerns resolved at the lowest level

Make a “Formal” Complaint

- File a written complaint on a DA 7279 with your unit/Brigade EOA
- File complaint within 60 days of incident

If behavior persist , file a Formal Complaint

Other agencies you can go to for assistance:

- CHAIN OF COMMAND
- INSPECTOR GENERAL
- HOUSING REFERRAL OFFICE
- JUDGE ADVOCATE GENERAL
- MILITARY POLICE OR CRIMINAL INVESTIGATOR
- CHAPLAIN
- MEDICAL AGENCY

You can also contact
The III CORPS EO
office:
254-287-6242

3
days

- Complaints, except those filed with the I.G., must be acted upon within three calendar days.
- Complaints filed with an agency against a member of the Chain of Command will be referred to the next higher commander in the chain.
- All formal complaints will be reported within 72 hours to the first General Courts-Martial Convening Authority (GCMCA) in the Chain of Command.
- Provide a progress report to the GCMCA 20 days after the date on which the investigation commenced and 14 days thereafter until completion.

14
days

- The commander or the investigating officer appointed by the commander has 14 calendar days to investigate the allegations.
- The commander will meet with the victim and the subject(s) of the complaint to discuss the outcome and results. A 30-day extension may be granted from the next higher commander if circumstances require it.
- Further extensions can be approved only by the first General Officer in the Chain of Command.
- Complainants must be notified of extensions.

7
days

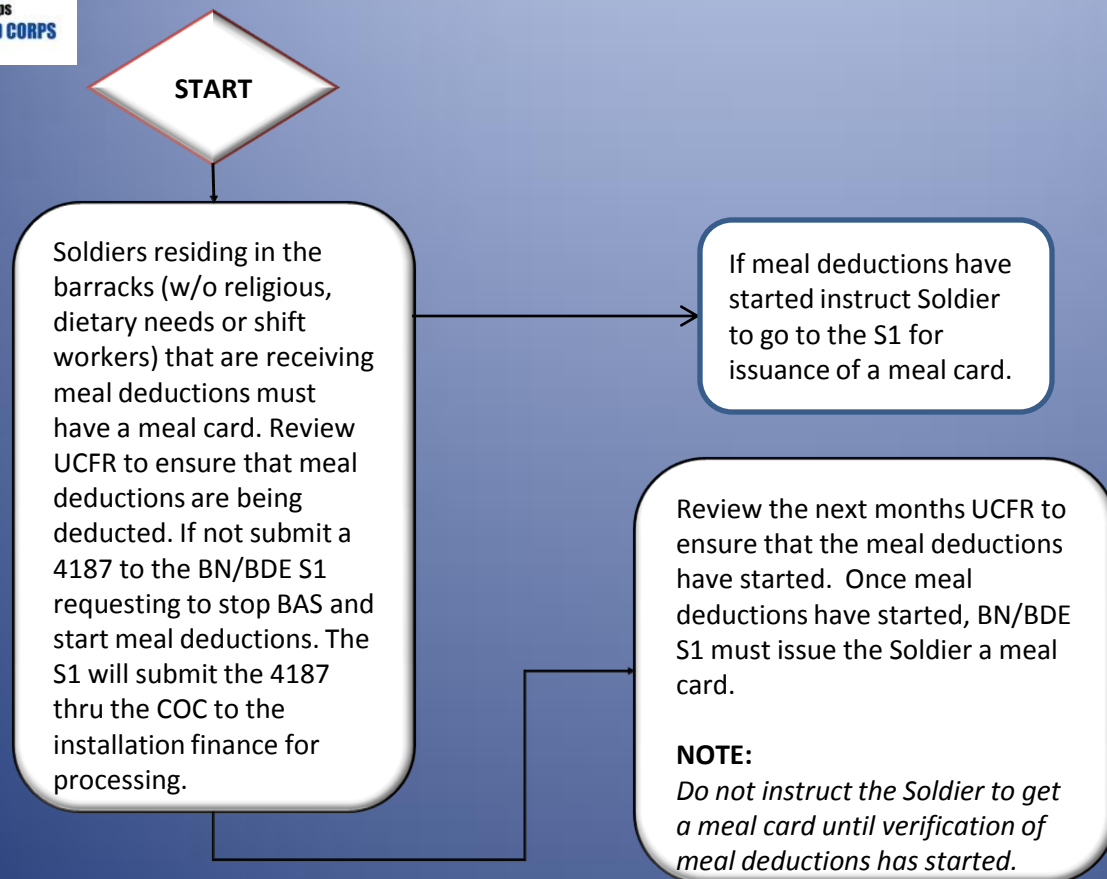
- The complainant and/or subject(s) of the complaint have seven calendar days to appeal to the next higher commander if he or she is dissatisfied with the investigation results or actions taken.
- That commander has 14 days to act on the appeal and provide written feedback on the results.
- Final decisions on complaints/appeals not resolved at brigade level rest with the General Courts-Martial Convening Authority.

30-45
days

- 30-45 days after final decision of the formal complaint (substantiated and unsubstantiated), an assessment is conducted by the Equal Opportunity Advisor to determine the effectiveness of any corrective actions taken and to detect and deter any incidents of reprisal.
- Reports and recommendations are submitted to the Commander on a DA Form 7279-1-R NLT 45 days following final decisions made on complaints.



MEALCARDS



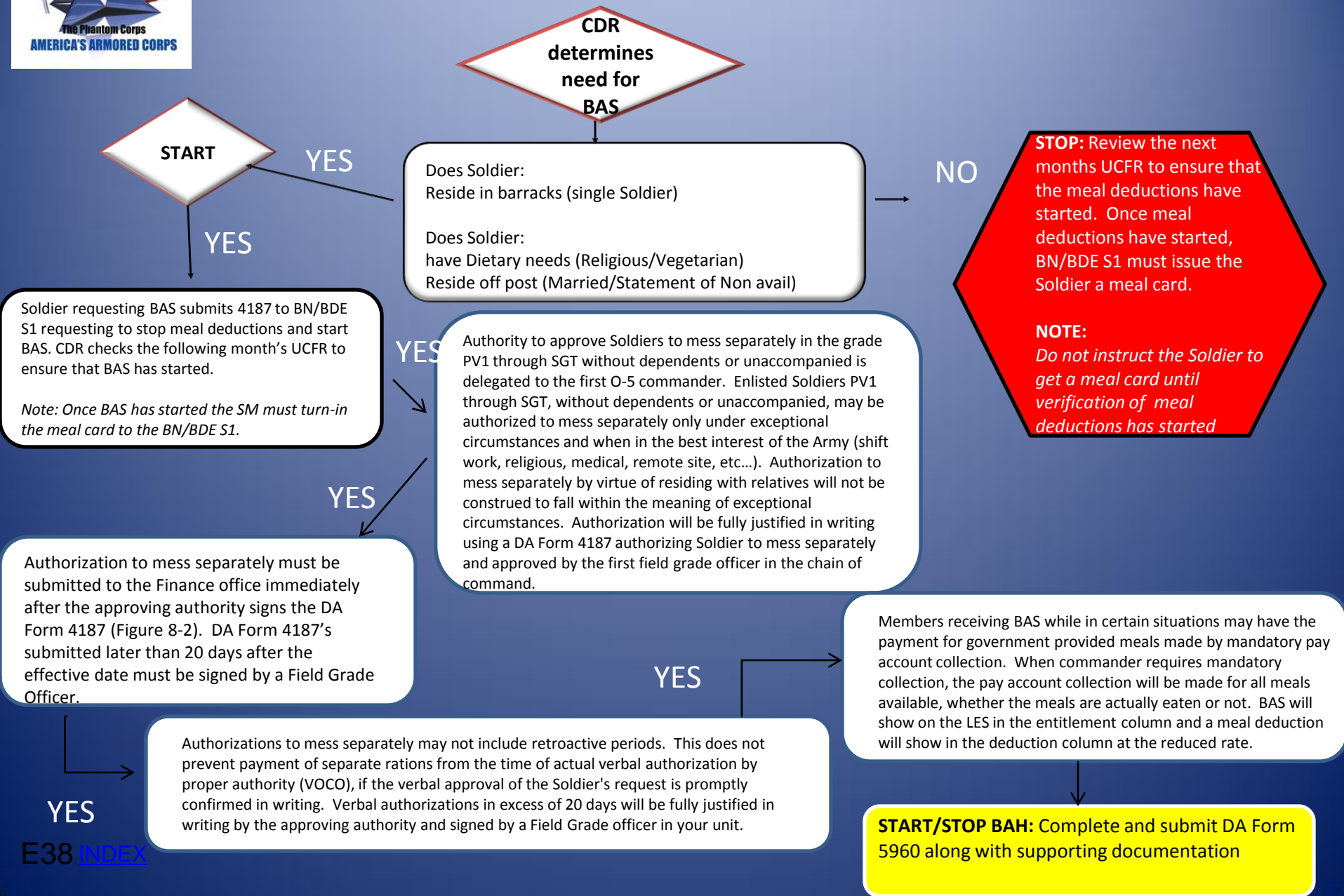
REFERENCES:

- AR 600-38
- DA 4187
- DA 4550

•POC: S1 @ XXX-XXXX



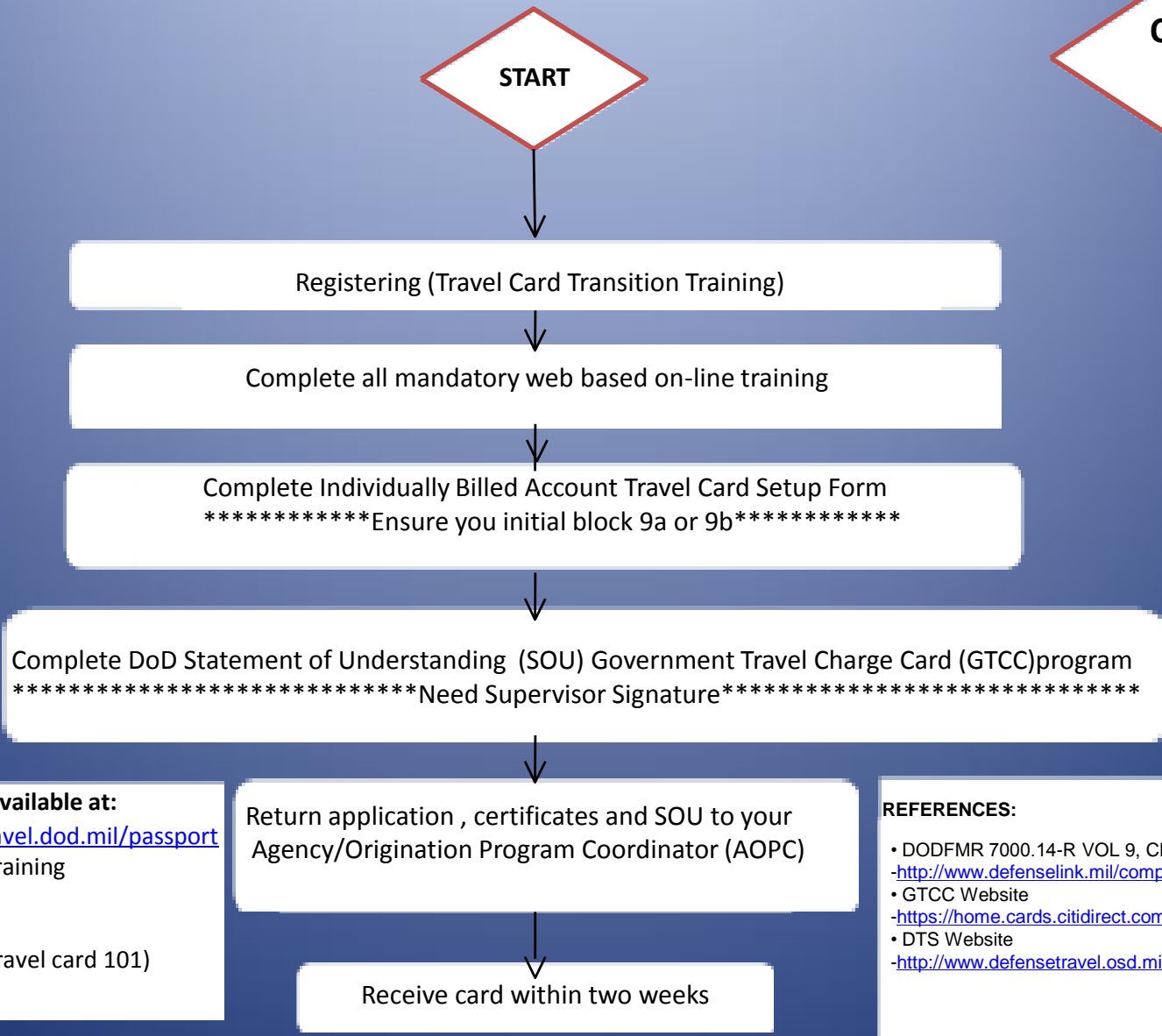
START/STOP BAS/BAH





COMMAND IN GARRISON BATTLE DRILLS

Obtain a
GTCC



Prerequisite training available at:

<https://www.defensetravel.dod.mil/passport>

- Travel Card Transition Training
- City Pair Program
 - Rental Car Program
 - Travel Card Program (Travel card 101)
 - Travel Policies

REFERENCES:

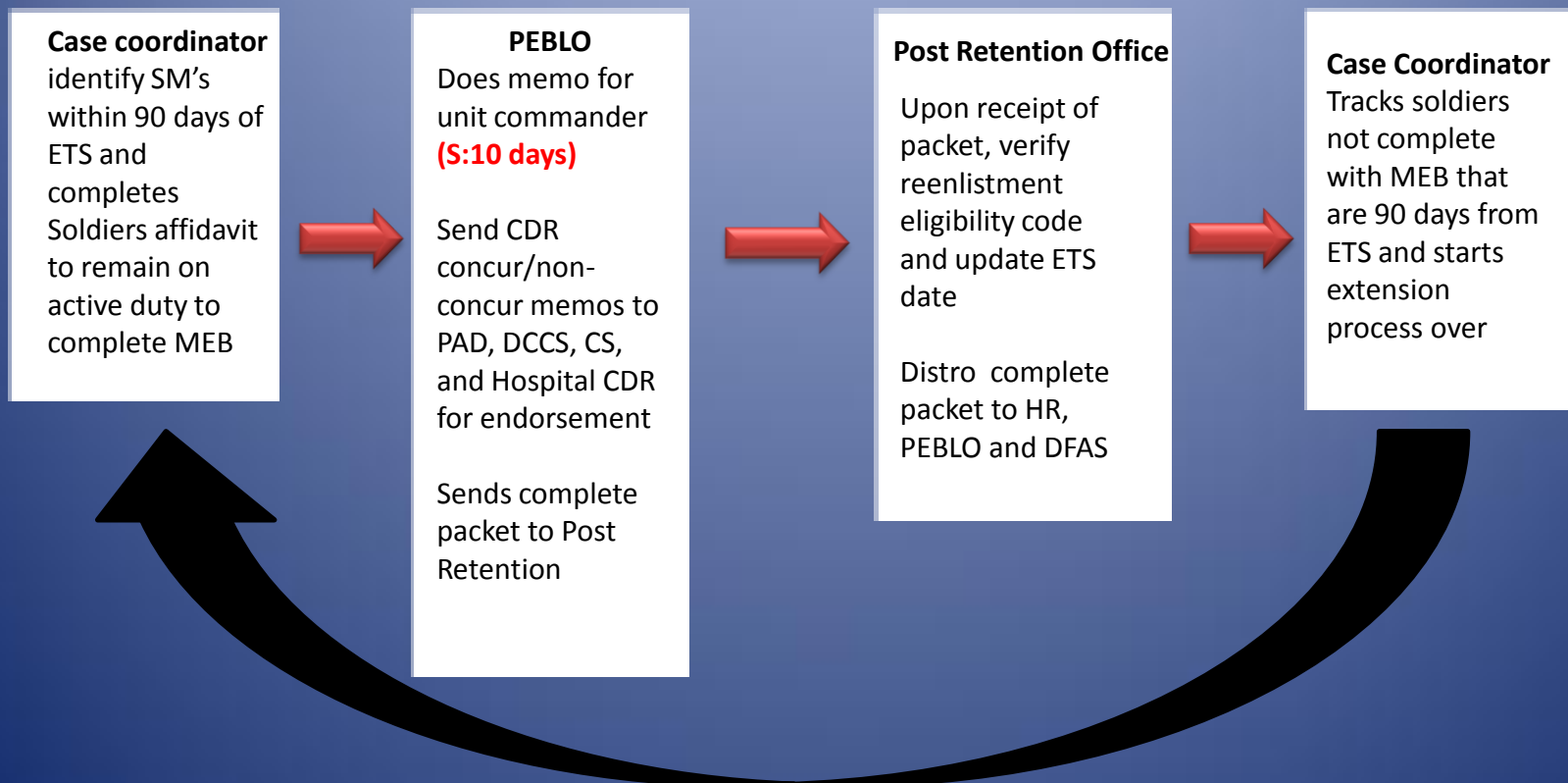
- DODFMR 7000.14-R VOL 9, CH 3
- http://www.defenselink.mil/comptroller/fmr/09/09_03.pdf
- GTCC Website
- <https://home.cards.citidirect.com>
- DTS Website
- <http://www.defensetravel.osd.mil/dts/site/index.jsp>



COMMAND IN GARRISON BATTLE DRILLS

Medical Extension

Soldier referred to MEB





UNCLASSIFIED

LOSS OF SECURITY CLEARANCE

Means Soldier was Denied or Revoked by an
Adjudicative Authority

LEGEND

DPTMS – Directorate of Plans, Training, Mobilization and
Security

ISD – Installation Security Division

CAF – Central Adjudication Facility

Army CCF – Army Central Personnel Security Clearance
Facility

ISD, DPTMS is available to facilitate with attaining documents linked to the
denial/revocation and advise Soldier on the process. Unit Security Manger
must contact the ISD Security Staff for assistance.

Soldier replies through ISD, DPTMS in memorandum format what he/she
has done to mitigate the security concerns listed in Statement of Reasons
(SOR) or in the Security Determination memorandum

ISD, DPTMS submits Soldiers Request for Reconsideration to Army CCF for
determination ☺ or ☹

Army CCF makes favorable decision and restores clearance ☺

PSAB directs the Army CCF to restores eligibility ☺

Army CCF reaffirms denial/revocation of clearance ☹

ISD, DPTMS receives Determination memorandum listing why security
clearance remains denied/revoked

Soldier is advised by ISD, DPTMS on the appellant process. The soldier
may respond directly to the Personnel Security Appeals Board (PSAB) or
see the Defense Office of Hearings and Appeals (DOHA) (Administrative
Judge)

DOHA Administrative Judge sends decision to PSAB

PSAB makes decision ☺ or ☹

PSAB reaffirms Army CCF decision of denial/revocation ☹

PSAB defines when Soldier can re-apply



COMMAND IN GARRISON BATTLE DRILLS

**Initiate
9P IMPER**

**Loss of
MOSQ**

Commander will remove Soldier from the promotion list per AR 600-8-19 and start separation per AR 635-200. Initiation of separation will be submitted to SPCMCA for determination.

SPCMCA makes final decision on whether to separate or direct reclassification

Separate

Reclass

SM will be notified the he/she is not a candidate for future service and unit will forward approved chapter packet to the Transition point.

If Soldier is recommended for future service the Soldier will be referred to the servicing Career Counselor to process mandatory reclassification.